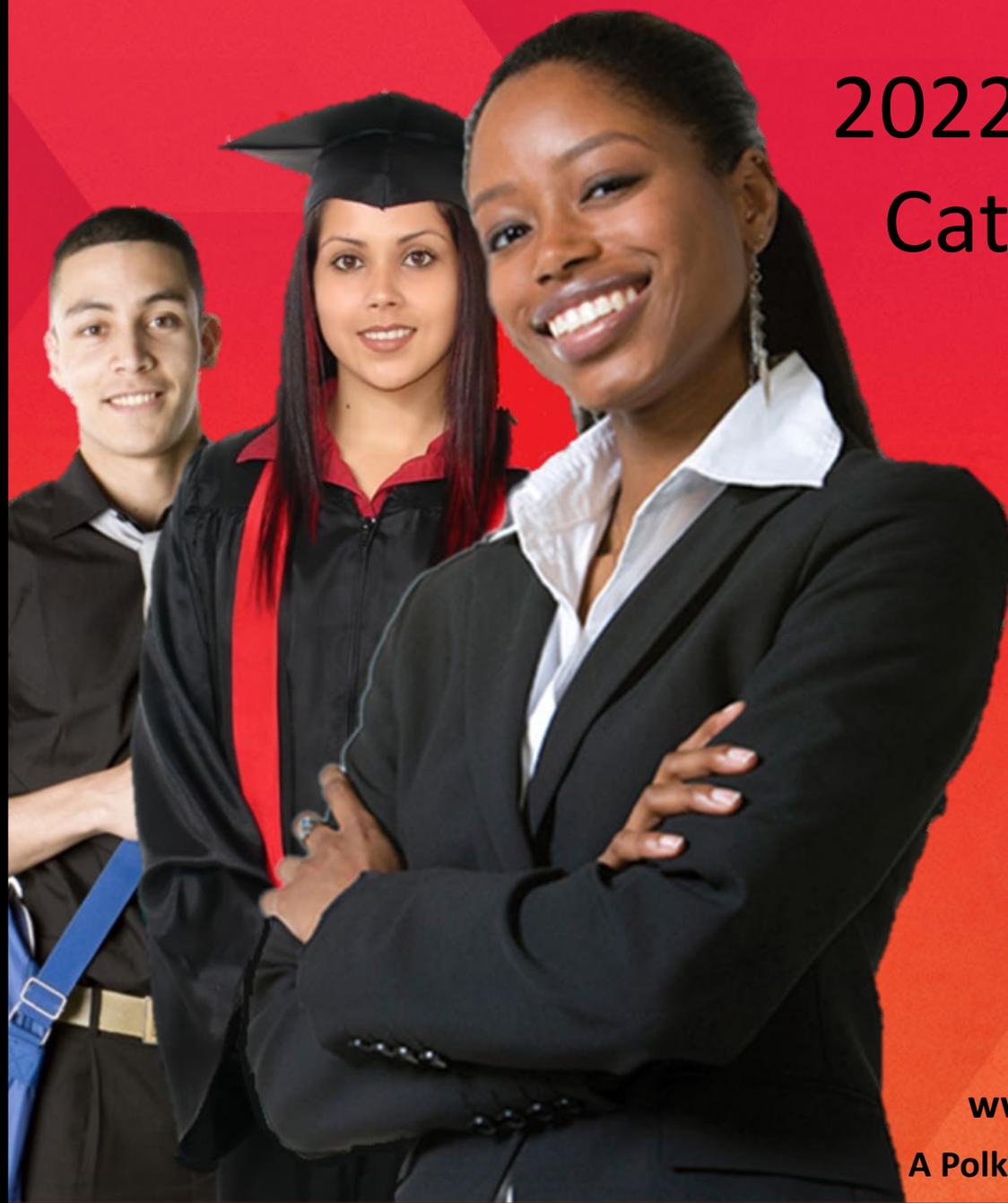


# TRAVISS

*technical college*

2022-2023  
Catalog



[www.traviss.edu](http://www.traviss.edu)

A Polk County Public School

# Traviss Technical College

2022 - 2023  
Catalog

3225 Winter Lake Road  
Lakeland, FL 33803  
(863) 499-2700  
Fax (863) 499-2706

[www.traviss.edu](http://www.traviss.edu)

Instructional Service Center  
Central Florida Aerospace Academy (CFAA)  
4590 Rocky Road  
Lakeland, FL 33811  
(863) 499-2700  
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David Wiggs, Director  
Tammy Epperson, Assistant Director  
Jason Hendrix, Assistant Director  
Angela Perpilus, Assistant Director

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# POLK COUNTY PUBLIC SCHOOLS

## Superintendent of Schools



**Frederick Heid**

## School Board Members



**Dr. William Allen**  
District 1



**Lori Cunningham**  
District 2



**Sarah Fortney**  
District 3



**Sarah Beth Reynolds,**  
Chair  
District 4



**Kay Fields, Vice Chair**  
District 5



**Lynn Wilson**  
District 6



**Lisa Miller**  
District 7



*The Mission of Polk County Public Schools is to provide  
a high-quality education for all students.*



## **A Message from the Director...**

Welcome to Traviss Technical College (TTC). At Traviss Technical, all students engage in purposeful learning and relevant hands-on training utilizing industry specific technology and standards. Students are held accountable for developing and demonstrating soft skills, especially problem-solving, teamwork, dependability, work ethic, integrity, and effective communication skills. Teachers and students take risks in learning new skills and learn to persevere through challenging tasks to prepare them for the changing workforce. Each program we offer has an active advisory board that is made up of local businessmen and women that help guide our instructor's curriculum to ensure our training is relevant in the industry.

During these challenging times, we are here to help you safely achieve your goals. We have put into place COVID-19 safety precautions in alignment with the Polk County Public Schools, CDC and Polk Health Department guidelines.

We look forward to assisting you in meeting your educational and career goals. By enrolling at Traviss, you make a personal commitment to create a better future for yourself. As you embark on this new journey, we commit to providing you the technical knowledge and training that you will need to be successful in your future employment.

Sincerely,

A handwritten signature in black ink that reads "David Wiggs". The signature is fluid and cursive, written in a professional style.

David Wiggs  
Director

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# Traviss Technical College

## SCHOOL PROFILE

Traviss Technical College opened on September 28, 1964, as Polk Vocational Center with World War II barracks at Bartow Air Base serving as the first classrooms. The first director, Maynard A. Traviss, opened the school with nine programs. Enrollment included 350 high school students and 30 full-time adult students. The first class completed in June 1965. Two years later, the School Board of Polk County, Florida, purchased sixty acres off County Road 540 and built a new physical plant for the school. Traviss includes five main wings, one outlying building and one off campus site. It has been accredited through the Commission of the Council on Occupational Education for 43 years. Traviss Technical College programs are approved by and follow the Florida Department of Education Curriculum Frameworks which designates title, clock hours, and skills for each individual program.

Traviss Technical College focuses on the development of technical skills, occupational skills, and work habits and attitudes necessary for success in the world of work. Programs offered at Traviss prepare individuals for meaningful employment in a variety of occupations currently labeled as high skill/high wage by the local Workforce Development Board, CareerSource Polk.

Traviss operates under the supervision of the School Board of Polk County, Florida, school number 1591 for postsecondary reporting, known as Traviss Technical College, and 1561 for secondary reporting, known as Traviss Technical Academy. The student body consists of traditional high school students with a career and technical focus, dual enrolled high school students in a postsecondary program, and adult general education and adult postsecondary programs.

Traviss offers career education programs in the following areas:

- Architecture & Construction Education
- Arts, A/V Technology & Communication Education
- Business, Management & Administration Education
- Energy Education
- Health Science Education
- Hospitality & Tourism Education
- Human Services Education
- Information Technology Education
- Manufacturing Education
- Transportation, Distribution & Logistics Education

## MISSION STATEMENT

Traviss Technical College educates and prepares students for success in a changing workplace.

## VISION STATEMENT

Traviss Technical College leads and challenges students by:

- \*Providing accredited, affordable, career education
- \*Evaluating and revising curriculum to reflect the changing needs of business
- \*Offering training and job placement for Polk County's workforce
- \*Promoting articulation among high schools, technical colleges and colleges
- \*Fostering continuing education for the faculty and staff

## PHILOSOPHY

Our basic philosophy at Traviss is that students will be better prepared to enter the job market if their training closely resembles on-the-job situations. The goal of instructors is to assist students in acquiring the knowledge, skills and attitudes needed to gain entry into and advance in an occupation. Therefore, each training program is based on technical knowledge which applies to the chosen occupation, performance of valid job tasks and the cultivation of healthy job-related attitudes and values. Students are provided with effective learning experiences designed to help them attain relevant job competencies.

Every effort is made at Traviss to assist students in reaching an informed decision about entering a career training program best suited to their individual needs and aptitudes. Students are encouraged to choose their programs after exploring their potential choices and discovering their own strengths and weaknesses, aptitudes and interests. Guidance is also available to help students succeed in their chosen program and secure employment when leaving Traviss.

It is also our philosophy to accept students at the level of competency they have achieved upon entering the program and provide competencies to give them training for various jobs. At Traviss, we make it possible for each student to meet both short and long-range employment goals. We can tailor instruction to the wide variety of student needs through our policy of open-entry and open-exit, self-paced, individualized instruction. Students enter and exit Traviss when personal employment considerations dictate. Students progress through learning experiences at their own rate and focus on attaining the competencies necessary to meet their personal career goals.

Traviss' philosophy, when put into practice, means that each program resembles as closely as possible the job setting for which training is being offered. Equipment, tools, supplies and environment closely match those on the job. Each program is managed by instructors who are not only skilled workers in their trade or business but are well trained in the professional skills of teaching their business or trade to others. Our instructors exhibit pride in their profession and enthusiasm in teaching it to others.

## SCHOOL ACCREDITATIONS

Traviss Technical College is part of the Polk County Public School System. All programs offered are approved by and follow the Florida Department of Education Curriculum Frameworks which designates title, clock hours, and skills for each individual program. Those eligible are approved by the Bureau of State Approving for Veterans' Training, Division of Veterans' Benefits and Assistance, Florida Department of Veterans' Affairs and the U.S. Department of Education.

Traviss Technical College is accredited by the Commission of the Council on Occupational Education.

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (800) 917-2081 Toll-free or (770) 396-3898  
Fax: (770) 396-3790  
<http://www.council.org>



Traviss Technical College is accredited by Cognia (formerly AdvancEd) the parent organization for the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

9115 Westside Parkway  
Alpharetta, GA 30009  
Telephone: (888) 413-3669  
<http://www.cognia.org>



## ADDITIONAL PROGRAM ACCREDITATIONS AND APPROVALS

All programs offered at Traviss Technical College are approved by the [Florida Department of Education](#).

In addition to the school wide accreditation, the following programs have obtained accreditation and/or approval from additional agencies that specialize in their curriculum area. They are listed below.

### **Automotive Collision Technology Technician**

The program is accredited by:

- National Institute for Automotive Service Excellence (ASE) / National Automotive Technicians Education Foundation (NATEF)

### **Automotive Service Technology 1 & 2**

The program is accredited by:

- National Institute for Automotive Service Excellence (ASE) / National Automotive Technicians Education Foundation (NATEF)

### **Aviation Airframe Mechanics**

The program is governed by established standards and reviewed by:

- Federal Aviation Administration (FAA) Part 147 approved Aviation Maintenance Technician Program

### **Aviation Powerplant Mechanics**

The program is governed by established standards and reviewed by:

- Federal Aviation Administration (FAA) Part 147 approved Aviation Maintenance Technician Program

### **Dental Assisting**

The program is accredited by:

- Commission on Dental Accreditation (CODA)
- Traviss Technical College is certified to operate a Dental Clinic by:
- Florida State Board of Dentistry

### **Electricity**

- National Center for Construction Education and Research (NCCER)

### **Energy Technician**

- National Center for Construction Education and Research (NCCER)

### **Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R) 1 & 2**

The program is accredited by:

- HVAC Excellence

### **Practical Nursing**

The program is governed by established standards and reviewed by:

- Florida Department of Health – State Board of Nursing approved Nursing Education program – PN

### **Surgical Technology**

The program is accredited by:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The program is governed by established standards and reviewed by:

- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

## NON-ACCREDITED PROGRAMS

*The following programs have not been approved by the Commission of the Council on Occupational Education. Check with your funding source to determine if it will cover the cost of a non-accredited program.*

### **Continuing Workforce Education**

*The purpose of this course is to provide students with instruction that does not result in a vocational certificate but directly aligned to meet the needs of a specific industry. The content of the course may vary as a result of industry and student needs.*

## General Information

### HOURS OF OPERATION

Traviss Technical College is open from 7:30a.m. until 3:30p.m. Monday through Friday. Appointments are encouraged to provide social distancing within the lobby and to reduce wait times. During these business hours the following individuals are available to assist you:

- Guidance Counseling: Misty Young and Betsy Beikrich-Godwin
- Financial Aid: Amber Ayers or Ingrid Stewart
- Disability Counseling: Robert Upton (High School) and Misty Young (Postsecondary)

The Business Office cashiers are available 7:30am until 2:30pm Monday through Friday.

### STUDENT SCHEDULES

Students attend in-person learning. Schedules with a minimum of 24 scheduled hours per week are considered full-time. Student schedules are published online on the career program's page and within the school catalog. Students do not have the option to create their own schedule. Please note, some financial aid agencies only support full-time students.

The most common schedules include:

Days of the Week	Time	Student Status
Monday – Friday	7:30am-1:30pm	Full-time
Monday – Friday	7:30am-2:30pm	Full-time
Monday – Friday	1:00pm-8:00pm	Full-time
Monday & Wednesday	5:30pm-9:00pm	Part-time
Tuesday & Thursday	5:30pm-9:00pm	Part-time

Check your schedule available for your program of interest!

### VISITORS

As a precautionary measure, visitors on the Traviss campus are limited to essential visits only and pre-arranged appointments.

All visitors are encouraged to wear face coverings at all times while on campus. and have no known exposure to a positive case of COVID or display symptoms of COVID-19. In addition, all visitors must obtain and wear a "visitor's pass", sign in at the Receptionist Desk, and conduct a self-screening to go beyond student services. To obtain a visitor's badge, the visitor must present their driver's license to the switchboard operator. This serves three purposes:

- Helps visitors to feel welcome
- Allows staff to identify and assist visitors as needed
- Increases campus safety and security

After a visitor has obtained a "visitor's pass" and signed in, he/she is permitted to enter the campus as long as his/her visit does not disturb, interfere or disrupt instruction or school business in any manner. At the end of the visit, the individual must return to the main receptionist desk to disclose the location(s) of the visit in the event that contract tracing must occur.

## Acts Related to School Operation

### AMERICANS WITH DISABILITIES ACT

The Polk County School Board, Florida, is committed to ensuring that students with disabilities have equal access to programs and services and their rights to confidentiality are protected. Likewise, students have the right to request accommodations according to their individual learning needs. Please contact your school's Student Services Department, program administrator or the District's Office of Equity and Compliance at (863) 534-0781 for further information.

The Polk County School Board, Florida, is committed to ensuring equity in all of its school programs and shall comply with Title IX, Title VI, Section 504 of the Vocational Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 and the Drug Free Workplace Act of 1988.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. The School Board of Polk County, Florida, policies regarding student records are in accordance with these regulations.

### FEDERAL DRUG-FREE SCHOOL ACT

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

### JEFFREY JOHNSTON ANTI-BULLYING ACT

The School Board of Polk County, Florida, is committed to protecting its students, employees, and applicants from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the Board's Collective Bargaining Agreements. Conduct that constitutes bullying, harassment or discrimination, as defined herein is prohibited. Policy 1.011, prohibition of discrimination policy, addresses requirements for discrimination against defined federal, state, and local protected categories of persons.

### JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT AND STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Clery Act provides guidelines and expectations for campus crime classification and reporting, crime prevention and response and campus safety policy and procedure requirements that create transparency between institutions of higher education, students and employees. Institutions of higher education receiving federal financial aid under Title IV are required to comply fully with the Clery Act. The Clery Act requires institutions to complete certain annual and ongoing tasks. Traviss Technical College is committed to adhere to the requirements of the law by producing an annual security report available on the Traviss website homepage. Due to the Clery Act, awareness of safety and security policies and procedures have encouraged transparency to concerns around certain incidents and Clery crime statistics. Traviss Technical publishes these reports to the faculty, staff and students to comply with the provisions of the law.

## **STUDENT ACCOMMODATIONS**

Traviss Technical College complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. Traviss also complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Reasonable accommodations will be provided for students with documented special needs.

If any type of accommodation is required to complete the application process due to a disability, please call the School Board of Polk County’s Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk School District by calling Florida Relay Service at 1-800-955-8771.

## **HANDICAPPED**

All programs, campus organizations and activities are open to all students. Efforts are made to assist handicapped students to function as independently as possible while attending school. Should special needs arise, administration and/or school counselors should be notified.

## **DIVERSITY STATEMENT**

The School Board of Polk County, Florida, is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school’s purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

## **NON-DISCRIMINATION STATEMENT**

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

In accordance with Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs.

To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at (863) 534-0513 or P.O. Box 391 Bartow, Florida 33831.

The School Board of Polk County, Florida, Policies 1122, 2260, 3122 and 4122, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A-19.000 through 6A-19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act of 1990 as amended, Vocational Guidelines, Age Discrimination in Employment Act of 1967, Title IX and Boy Scouts of America Equal Access Act 34 C.F.R. 108.9.

# Admissions

## GENERAL INFORMATION

Most of the post-secondary training programs at Traviss Technical College have minimum admission or state licensure requirements. Applicants must be at least sixteen (16) years of age, and have the interest, ability, and desire to benefit in career education. In addition, applicants should be academically, physically, and emotionally capable of meeting the essential tasks of the chosen program. Adult students should provide picture identification, official transcript, two proofs of residence, and W9s with social security card. Individuals who do not meet an exemption, will be required to take the Comprehensive Adult Student Assessment Systems (CASAS) within the first six weeks of admission, which is used as a Basic Skill Exit Requirement and a diagnostic tool to determine remediation needs. Traviss complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 in regard to students with disabilities. Traviss also strictly adheres to the Non-discrimination Policy adopted by the School Board of Polk County, Florida, and, in accordance with State Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs. Reasonable accommodations can be made for special needs students. Qualified students applying for admission are accepted on a first-come, first-served basis during open enrollment periods.

## ADMISSION PROCEDURES FOR POSTSECONDARY (ADULT) STUDENTS

1. Register for program by completing an online application.
2. Provide official picture identification.
3. Provide official transcript of highest completed degree.
4. Provide two proofs of residency to establish Florida residency.
5. Complete or void W9s and provide social security card
6. Apply for financial assistance if applicable and/or pay tuition and fees.
7. Take the CASAS assessment, if applicable according to Section 1004.91, ( F. S.),
8. Interview with school counselor to interpret test scores; discuss educational plans, entry date, tuition and fees.

Note: Some programs may require additional steps.

Most programs start twice a year and have two registration periods.

## HEALTH SCIENCE EDUCATION – ADMISSION PROCEDURES FOR POSTSECONDARY (ADULT) STUDENTS

Applicants desiring entry into a Health Science Education program at Traviss must complete all admission criteria specific to the health program selected and meet all general admission requirements.

In addition to the general admission procedures

1. Request the following from the Health Science Education Department for specific program desired:
  - a. Program Information Sheet
  - b. Medical Clearance Information. This is used to document current results of specified immunizations plus the applicant's mental and physical health. (Traviss is not responsible for any cost incurred by applicants to secure required immunizations or medical documentation.)
2. Background screening is required for most health science programs. Certain offenses may prevent students from obtaining clinical hours needed for completion of a Health Science Program. A Level 2 screen with fingerprinting is required for Practical Nursing.
3. Drug screening is also required for most health science programs prior to entry into the program and randomly throughout the program.

Note: Practical Nursing requires a minimum score of 50 on the TEAS Test for admission.

Health Science program registration periods vary. Most programs only begin once per school year.

## TESTING

Florida Statute 1004.91 requires all students who enroll in a program offered for career credit of 450 hours or more to complete a basic skill examination within the first 6 weeks of admission into a program if applicable, see exemptions below. Please call Student Services at (863) 499-2700 and ask for testing times and dates. Testing availability is limited due to COVID-19 precautions. All testing will be conducted by appointment.

Comprehensive Adult Student Assessment Systems (CASAS): GOALS Series is an online assessment. To take the test, bring your photo I.D. and \$20.00. No bills larger than a \$20.00 is accepted. The test may take about 3 ½ hours. No cell phones or personal belongings are allowed in the test area. If you have received testing accommodations as a student with a disability and would like to request accommodations for CASAS, speak with a counselor **prior** to testing. It may be necessary to schedule your test on a different day. In addition, if you are not proficient in English, you may request a dictionary and additional time.

You may be exempt if you:

- Enrolled in a program less than 450 hours
- Entered 9<sup>th</sup> grade in a Florida public school in 2003-2004 or after and earned a Florida standard high school diploma
- Passed all four components of the GED in the last 2 years
- Have completed an associate degree or higher from a SACS accredited or equivalent institution
- Serving as an active duty member in the Armed Services
- Enrolled in an apprenticeship program

Students may retake the CASAS after 3 months, without remediation; or after 40-70 hours of instruction in a remediation class. The results of the CASAS are valid for a period of two years.

Test of Essential Academic Skills (TEAS) is an online assessment designed specifically to assess a student's preparedness entering the health science fields. To take the test, register through student services and/or online at [AtiTesting.com](http://AtiTesting.com). The exam is \$70.00. On the day of testing, bring your photo I.D.; however, cell phones or personal belongings are not allowed in the test area.

### Comprehensive Adult Student Assessment System (CASAS): Life and Work Series

Adult students who wish to enroll in the English for Speakers of Other Languages (ESOL) or English Literacy for Career and Technical Education (ELCATE) course, must be pretested and post-tested using the CASAS Assessment Tool.

## NEW STUDENT TRANSFER

An incoming student who has previously attended another accredited institution will be asked to provide an official transcript. Clock hours of attendance, grades and skills are reviewed for award of credit, time and placement. All transfers are considered on an individual basis when space is available and admission requirements are met.

## TRANSFERS WITHIN TRAVISS

Transfers can be initiated from full-time day programs to corresponding part-time evening programs and vice versa and from one program to another program both day and evening. Transfers are limited as much as possible to the beginning of each nine-week grading period. These transfers have to be approved by instructors, school counselors and administration.

## STUDENT RECORDS DISCLOSURE

The School Board of Polk County, Florida, maintains educational records in accordance with state and federal laws. Copies of the School Board of Polk County Records Policy are available for the public at the District Office.

## FOREIGN STUDENTS

Foreign students are allowed to register, enroll and study at Traviss Technical College if they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid

status must be shown at time of registration. However, Traviss is not listed as an eligible school for students seeking to obtain a student visa.

#### **LEGAL NAME CHANGE**

An admitting student who legally changed their name since they were first enrolled in a Polk County public school, needs to provide a certified copy of a legally binding instrument (court order, final judgment) that legally changes that student's name.

## Tuition and Fees

### TUITION AND PROGRAM COSTS

Tuition fees are established by the Florida Legislature and the Polk County School Board, Florida. Tuition for Florida residents is lower than tuition for non-residents. A student must live in the state of Florida for twelve (12) months before establishment of Florida Residency. The student must present documentation to that effect. Please see Information for Florida Residency for more information. New students who enroll after the initial registration period will pay a pro-rated amount based on the instructional time remaining in the semester. Program costs may vary and are subject to change without notice.

Tuition and program costs are to be paid in the following order:

- Half of tuition, all testing, application and lab fees are paid on the first day of registration.
- Balance of tuition is to be paid within thirty days from the time program starts.

#### Vocational Certificate

Tuition is \$2.88 per clock hour for Florida residents and \$11.52 per clock hour for out-of-state residents.

#### Continuing Workforce Education (Business and Industry Classes)

Tuition is \$5.76 per clock hour for both resident and nonresident/foreign students.

#### Adult General Education

Tuition is \$30.00 per semester for Florida residents and non-residents.

- Adult Basic Education (ABE)
- Applied Academics for Adult Education (AAAE)
- English for Speakers of Other Languages (ESOL)
- General Education Development (GED)

#### Individual Program Costs

Tuition and program costs may be found on **page 64** for Postsecondary Programs.

### METHODS OF PAYMENT

Payment may be made via cash, Visa, MasterCard, personal money orders and checks drawn on local banks are accepted. A local address and telephone number must be on all checks. Tuition and fees for some students are deferred when a voucher is submitted to Traviss from a funding agency or other source. If fees paid by checks are re-funded, the student must wait at least 45 days for processing of the refund.

**Note:** Traviss does not cash personal checks. No bills larger than a \$20.00 is accepted.

### INFORMATION FOR FLORIDA RESIDENCY

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida “resident for tuition purposes.”
- Traviss Technical College acknowledges and adheres to the Bill Young Veteran Tuition Waiver to provide the equivalent of in-state tuition and fees for veterans and beneficiaries who receive VA

Educational Assistance from Chapter 30, 31, and 33, and who reside in the state while enrolled at this institution.

- **Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.**
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent has moved from another state.

The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

**1. Claimant must provide at least one of the following of his/her personal documentation:**

- a. Florida Voter's Registration Card.
- b. Florida Driver's License.
- c. State of Florida Identification Card.
- d. Florida Vehicle Registration.
- e. Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (**Required:** document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- f. Proof of a homestead exemption in Florida. (**Required:** document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- g. Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months. (**Required:** transcript)
- h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period. (**Required:** pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

**2. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):**

- a. Declaration of domicile in Florida in accordance with s.222.17, Florida Statutes.
- b. Florida professional or occupational license.
- c. Florida incorporation.
- d. Document evidencing family ties in Florida.
- e. Proof of membership in a Florida-based charitable or professional organization.
- f. Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

# Financial Assistance

## GENERAL INFORMATION

Financial aid is available for all students who qualify and enroll in an approved training program at Traviss Technical College. The aid is based upon individual student need or merit criteria. The Financial Aid Coordinator will help determine eligibility. The financial aid offered at Traviss includes Title IV Federal Pell Grant, VA Education Benefits, Florida Bright Futures Scholarship, Traviss Financial Aid, and other federal or private scholarships/grants.

Students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). It is recommended that the completed application be submitted for processing a minimum of four weeks prior to expected enrollment date. Research for scholarships can be completed on-line at [www.fastweb.com](http://www.fastweb.com) or [www.fnaid.org](http://www.fnaid.org).

Students receiving financial aid need to confirm payment procedures with Traviss' Financial Aid Coordinator. Students receiving financial aid who withdraw from their registered program will be subject to a financial aid review and will be notified of any financial obligation deemed to be the student's responsibility. Once a student who is receiving Pell Grant funding notifies Traviss that he/she is withdrawing from school or is withdrawn by the teacher, a Return of Title IV Funds calculation is processed by the Financial Aid Coordinator.

Financial assistance at Traviss Technical College includes:

## AMERICORPS

AmeriCorps is a network of national service programs that engage Americans in intensive volunteer service to meet critical needs in education, public safety, health and the environment. After successfully completing a term of service, AmeriCorps members enrolled in the National Service Trust are eligible to receive an education award. Traviss automatically bills the National Service Trust each semester for fees covered by AmeriCorps.

## CAREERSOURCE POLK

This federal assistance provides funding for Polk County residents who are applying for or who are enrolled in a high-skill, high-wage program. Only full-time programs listed on the Regional Demand Occupations List qualify for funding. Questions about this financial assistance should be directed to CareerSource Polk at (863) 508-1100 or the liaison for CareerSource Polk located in Student Services.

## FARMWORKERS PROGRAM

The Farmworker Program is a federally-funded form of assistance for students and/or their families who are migrant or seasonal agricultural workers. For further information, please contact their office at 300 E. Bridgers Avenue, Auburndale, FL 33823 (863) 968-5658.

## FEDERAL PELL GRANT

This grant is an entitlement from the United States Department of Education which does not require repayment if all criteria is met and maintained. It is designed to provide funds to help eligible students who have a high school diploma, or a GED pay for their education after high school.

A Pell Grant is awarded to students who qualify according to federal government Title IV guidelines and who are enrolled in a 600 or more clock hour program. A student must complete a FAFSA (Free Application for Federal Student Aid) for each school year attended and provide the necessary documentation to verify financial need. A student who qualifies for aid must sign the appropriate documents to complete the financial aid award process.

## FLORIDA BRIGHT FUTURES SCHOLARSHIP

This lottery-based state program provides merit scholarships for high school graduates who wish to receive postsecondary training in the state of Florida. It includes the Florida Academic Scholar Award (FAS), the

Florida Medallion Scholar Award (FMS), and the Florida Gold Seal Scholar Award (FGSS). A prospective student should provide a copy of his/her award letter to the Financial Aid Coordinator for processing. A qualifying student must meet a program's attendance and academic requirements for continuous funding.

### **FLORIDA PREPAID COLLEGE PLAN**

The Florida Prepaid College Plan is available to students who have paid into this state operated college plan. Traviss automatically bills Florida Prepaid each semester for fees covered by the Florida Prepaid College Plan.

### **OPEN DOOR SCHOLARSHIP PROGRAM**

Open Door Scholarship Program is designed to support students completing short-term and technical education credentialing courses. The goal of the program is for participants to successfully attain a workforce certificate in high-demand fields.

The student is responsible for the first one-third of the tuition at the time of enrollment. The student portion may be paid by the student, an employer, or a private source. The Open Door Scholarship Program pays the remaining two-thirds of the tuition if the student successfully completes the course and provides the results of their industry certification. Funds from the program may be used to cover the cost of tuition, fees, examination, books, and materials.

### **SCHOLARSHIPS (BUSINESS AND INDUSTRY AND OTHER)**

Many businesses, industries and civic organizations donate money for needy students on a yearly or occasional basis. These funds are dispersed to deserving students on a first-come, first-served basis.

There are also scholarships and awards from sources outside of Traviss which are deposited into a trust fund and are administered by the Financial Aid Coordinator according to guidelines of the donating sources.

### **THIRD PARTY FUNDING**

Traviss Technical College cooperates with agencies and employers who plan to pay the expenses for a student. The agency/employer is required to submit a written billing authorization at the time of registration to the Business Office. The Business Office will invoice the sponsor for expenses.

### **TRAVISS FINANCIAL AID (TFA)**

This Scholarship is a needs-based award for students who have lived in Florida for at least one year prior to enrolling at Traviss. It covers tuition (possibly lab fees) and has very specific requirements which are available in the Financial Aid Office.

### **VA EDUCATION BENEFITS**

Some career programs qualify for Veteran's benefits. Eligible veterans may be certified for benefits by the Financial Aid Office when they produce a letter of eligibility from the VA. Veterans can apply for benefits at [www.va.gov](http://www.va.gov).

Students exceeding 20% of total absences in a calendar month will have their certification terminated for unsatisfactory attendance. Students must report all prior post-secondary education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

### Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Traviss Technical College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Traviss Technical College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

#### Credit for Prior Training

Veterans who are planning to use their GI Benefits at Travis Technical College as part of their enrollment process must submit all prior post-secondary training which will include their military training as well. The official transcripts will be evaluated, and credit awarded if applicable to their current program of interest. Veterans do not have a choice as to whether they can provide their transcripts from other colleges/universities.

Travis must maintain a written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, and the VA and veteran so notified.

# Refund Policy

## POSTSECONDARY PROGRAMS

The following guidelines will govern the refund of postsecondary student fees:

1. A full refund of tuition and fees paid will be granted if administration cancels a class with the exception of cost incurred by applicants to secure required immunizations or medical documentation. Class fees will be refunded by check from the School District for any class canceled by the Technical College. The refund shall be made within forty-five (45) days after the planned start date of the program/class. Any credit card payments will be refunded to the card charged.
2. A refund will be granted if a student withdraws on or before the first day of class. No more than one hundred dollars (\$100.00) of the tuition and fees will be retained by the Technical College.
3. Application fees are non-refundable with the exception of a duplicate payment or a class cancellation.
4. Prorated refunds:
  - a) After the end of the second day of enrollment, tuition refunds will be pro-rated up to thirty (30) days; there will be no refund for application, background check, or consumable lab fees.
  - b) Day Classes: There will be no refund of any fees after thirty (30) school days for full-time students.
  - c) Evening Classes: There will be no refund of any fees after twelve (12) school days for part-time students.
5. Refunds, when due:
  - a) Will be made without requiring a request from the student.
  - b) Will be made within forty-five (45) days from the last day of attendance if written notification of withdrawal has been provided to the school by the student or
  - c) Will be made within forty-five (45) days from the date the school terminates the student or determines withdrawal by the student.
6. Students enrolled who have not visited the Technical College previously, will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
7. A student may choose to apply any refund, as described in this policy, to enroll in other programs during the same academic year.
8. Credit card payments are refunded to the card charged. All other refunds will be issued by check from the School Board of Polk County. Students should allow thirty to forty-five (30-45) days for receipt of a refund check.
9. Early full program completers will not receive a prorated refund. Students who require more paid instruction beyond planned program hours will be charged additional tuition per semester rate; however should the student complete before the end of the additional semester, the student will be eligible for a prorated refund.

## CONTINUING WORKFORCE EDUCATION PROGRAMS (Business and Industry Classes)

For continuing workforce education classes, no fees will be refunded if the student chooses to withdraw. Class fees will be refunded by check for any class canceled by Travis.

## FUNDING AGENCY REIMBURSEMENT

If a funded student chooses to withdraw within the first 30 days of school and after payment has been received from a funding agency, the funding agency will be reimbursed based on the student's scheduled hours. The student may be responsible for fees not covered by the agency due to the date of withdrawal.

Note: Pre-paid State Licensure Exam fees will be refunded if the student withdraws prior to taking the exam.

# Attendance Criteria and Grading System

## RATIONALE

Traviss Technical College provides quality training for individuals who choose to prepare for high-skill/high-wage jobs. Programs emphasize a combination of theoretical and vocational knowledge, performance skills, and work habits and attitudes necessary in the workforce. Employers seek workers who demonstrate dependability, ability to work well with others and knowledge of their job. Student success depends upon attendance, punctuality and commitment.

## ATTENDANCE AND PUNCTUALITY

In order to obtain the most from a program the student has to be present and on time. Students are held accountable for regular, punctual class attendance, as well as for the constructive use of class time during each school day. Potential employers will inquire not only about a student's performance in the program, but also about attendance. Excessive absences and tardiness could initiate withdrawal from a program.

## ATTENDANCE POLICY

It is encouraged and expected that all enrolled students attend regularly to derive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline and responsibility. Students are expected to telephone the instructor when absent according to departmental policy. Attendance requirements in programs that lead to licensure may be stricter than Traviss' overall attendance policy.

### Attendance Policy for Community Education, Continuing Workforce Education, and Apprenticeship Programs

· Students enrolled in Community Education, Continuing Workforce Education, and Apprenticeship programs are set based on the specific course. Students must be present for the first day of class.

#### Involuntary Withdrawal

A student who does not report to the school by the second day of the course will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. Refunds are not provided for short term courses.

### Attendance Policy for Adult General Education Programs

Students enrolled in Adult General Education programs are monitored based on the cumulative hours scheduled. The attendance policy described here applies to all traditional adult full-time, part-time students; online and hybrid students. Full-time adult students receive a minimum of 20 scheduled instructional hours weekly. Other schedules with fewer instructional hours per week are considered part-time. Students must be present for the first day of class. Students are responsible for knowledge of, and adherence to, the attendance policy and abiding by all associated guidelines.

Attendance is based on actual seat time; absences from class are measured in 15 minute (1/4 hr.) increments by rounding to the closet quarter hour. Tardiness, or brief absences that are unrelated to school business, will be counted in 15 minute increments and deducted from a student's attended hours. Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, leaving early, full-day absences, or a combination of all three.

#### Involuntary Withdrawal

· A student who does not report to school by the second day of the scheduled start date will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. Refunds are not provided for Adult General Education courses.

· A student who does not report to school for 6 consecutive days and does not contact the school or instructor will be involuntarily withdrawn.

· A student who exceeds the allotted amount of absences per program year. See the monitoring guidelines below for more information.

### Attendance Policy for Postsecondary Technical Education Programs

Because technical schools are clock-hour institutions, it is necessary for program instructors to daily monitor and document the attendance of all students enrolled in postsecondary technical programs. The attendance policy described here applies to all traditional adult full-time, part-time students; online and hybrid students; and dual enrolled students. Full-time adult students receive a minimum of 5.5 hours of instruction per day (M-F), resulting in 27.5 scheduled clock hours weekly. Other schedules with fewer instructional hours per week are considered part-time. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on actual number of hours present in the classroom within the scheduled clock hours for the course. Individual programs may have stricter guidelines for attendance and may measure hours by each OCP rather than full program hours. Students are responsible for knowledge of, and adherence to, the attendance policy and abiding by all associated guidelines. Just as employees might be expected to notify a supervisor or manager in the event of an absence from work, students are expected to contact their program instructor on every occasion when absent from class.

Specific attendance policies may be required by individual programs to comply with Veteran benefits guidelines, State board rules, financial aid guidelines, and/or program standards. Students who are receiving aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences including a required repayment to the Polk County Technical College of any funds received for tuition.

Attendance is based on actual seat time; absences from class are measured in 15 minute (1/4 hr.) increments by rounding to the closest quarter hour. Tardiness, or brief absences that are unrelated to school business, will be counted in 15 minute increments and deducted from a student's clock hours.

Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, leaving early, absences, or a combination of all three.

#### Involuntary Withdrawal

- A student who does not report to school by the second day of the semester will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. All schedules and invoices will be automatically deleted. Student refunds will follow the refund policy.
- Students who enroll in a program after the original start date, during the 2-week Drop/Add period, will be not be penalized the number of hours they miss from the start of program. For example, if a full-time student begins on day 3 of a program, he/she will have missed two full days. The student will be expected to complete the necessary make-up work outside of the instructional time. The attendance will be marked as an excused absence.
- A student who does not report to school for 6 consecutive days and does not contact the instructor will be involuntarily withdrawn.
- A student who exceeds the allotted amount of absences per program. See the monitoring guidelines below for more information.

### **MONITORING GUIDELINES FOR ADULT EDUCATION AND POSTSECONDARY TECHNICAL EDUCATION PROGRAMS**

WRITTEN WARNING Meeting between student and teacher to discuss excessive absences and consequences. Documentation placed into student folder – both in the classroom and in Student Services. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. Student is encouraged to check with Financial Aid Office.

- Full time student: 20 hours of cumulative absence per program
- Part time student: 10 hours of cumulative absence per year

**WRITTEN WARNING** Requires conference with an Administrator, or Designee, to discuss excessive absences and alternatives to prevent them. Consequences are reviewed at this time. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. Student is encouraged to check with Financial Aid Office.

- Full time student: 40 hours of cumulative absence per program
- Part time student: 20 hours of cumulative absence per year

**WITHDRAWAL** The student will be notified that he/she is being involuntarily withdrawn due to excessive absences. Students involuntarily withdrawn for excessive absences will be required to sit out one semester before readmission. Students who are receiving aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences including a required repayment to the Polk County Technical College of any funds received for tuition.

- Full time student: 60 hours of cumulative absence per program
- Part time student: 30 hours of cumulative absence per year

### **STUDENT LEAVE OF ABSENCE POLICY**

Any student that is placed on quarantine due by the Health Department or the Mark Wilcox Center will be excused from face-to-face learning. The student will be responsible for completing work either virtually during the quarantine or upon return.

If an adult student needs an extended absence for a legitimate, unforeseen circumstance, he/she may submit a Leave of Absence (LOA) Request to Administration. Only one leave per school year, not to exceed 10 days, will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993 or other circumstances on a case-by-case basis.

Students taking approved leave retain in-school status. A student who does not return from the approved Leave of Absence will be considered withdrawn. If a Pell eligible student is withdrawn, the Financial Aid Coordinator will process an R2T4 to determine if Pell eligibility is affected. Upon return, students will be expected to make up any missed work.

### **CRITERIA FOR DETERMINING EXCUSED OR UNEXCUSED CHECKOUTS AND TARDINESS**

These will be determined the same as absences per the Polk County Schools Attendance Policy.

### **DISMISSAL**

A student may be withdrawn from Triviss for unsatisfactory conduct, excessive absences, excessive tardiness, or lack of progress.

### **STUDENT GRADES AND PROGRESS REPORTS**

For each OCP attained, an Occupational Completion Point Accomplishment Award is awarded. Certificates of Completion are awarded if a student completes all OCPs of an entire program and attains required basic skill levels. Certificates may be held until all financial obligations have been met.

### **PROGRAM COMPLETION REQUIREMENTS**

Program completion is determined by the satisfactory completion of all program competencies. Meeting required skill levels on the Tests for Adult Basic Education (TABE), if applicable, and mastery of the program competencies as determined by the instructor, is the standard for determining if a Certificate of Completion is to be issued. Standards of progress are established for each program which includes: (1) minimum level of quality for each competency; (2) average and maximum time achieving each objective; and (3) attendance/ employability skills standards met.

### **GRADING SCALE**

Students enrolled in Technical Education programs will receive final grades of "A" through "F" at the end of the designated clock hours for the course.

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. A completed Occupation Completion Point (OCP) may be assigned a letter and a numeric grade. The following approved grading scale is used to report student achievement. Students are evaluated on theory and practical skills. Students must successfully pass all components to receive a passing grade. Failing any component (lecture, lab, simulation, externship/clinical, etc.) will result in a recorded grade of "F" for all components of the course attempted.

Some programs might have a different grading scale based on certain qualifications and Industry Certification standards. See your instructor for specifics.

#### Grading Scale

##### A = 90 - 100% High Level of Mastery

The attitude and behavior of the student fully meet occupational expectations. The student participates constructively in every class session, maintains a regular schedule of completed tasks, and gives evidence of an enthusiastic and positive attitude. The student can perform skills without supervision and with initiative and adaptability.

##### B = 80 - 89% Mastery

The attitude and behavior of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and demonstrates a positive attitude. The student can perform required skills satisfactorily without assistance or supervision.

##### C = 70 - 79% Competency

The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes minimal progress, and is sometimes off task. There is evidence that student lacks a positive attitude towards training and occupational goals. The student can perform required skills satisfactorily but requires some assistance or supervision.

##### D = 60 - 69%

The student needs to make considerable improvement in attitude and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility. The student can perform parts of the required skills satisfactorily but requires considerable assistance and/or supervision.

##### F = 0 - 59%

There are serious questions about the student's work attitude and behaviors. The student should rethink his/her personal objectives and career goals. The student cannot perform the required skills.

Violations related to academics are committed when a student or organization:

- Participates in using, copying, or providing another student with any test, test answers or answer keys or another person's work representing it to be his or her own work
- Commits plagiarism. Plagiarism is defined as providing someone else's published work or ideas and incorporating that work as your own, while failing to acknowledge and provide the appropriate recognition of the copyrighted work
- Fails to meet academic competencies on assessments
- Exceeds attendance requirements set forth by the institution

- CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70%.

## Withdrawals, Re-Entry and Placement

### POSTSECONDARY STUDENT WITHDRAWALS

Adult students should report their withdrawal intentions to the instructor and school counselor. The instructor will complete a Withdrawal Form, submit it to the Student Services Department and, in turn, the counselor will complete an exit interview with the student if possible. Prior to withdrawal, an Exit Survey should be completed by the student and all financial obligations should be met by the student. Failure to do so may result in withholding a transcript, OCP Certificate and Certificate of Completion.

Withdrawals initiated by Traviss will be for documented reasons in accordance with school policy, such as failure to report by the second day of the class, excessive absences, or course failure. Students may appeal a withdrawal by contacting school administration.

### RE-ENTRY

A student may re-enter Traviss Technical College in a different term upon administrative approval, if the problem of unsatisfactory conduct, progress, excessive absences or tardiness has been solved.

Students that return to the same program the next semester are considered to be continuously enrolled; thereby restarting the last incomplete/failed course upon re-entry. Students that return to the same program but are not continuously enrolled may be required to restart the program. The student's transcripts and obtained industry certifications will be considered for placement.

### EMPLOYMENT ASSISTANCE

Traviss Technical College assists currently enrolled students and graduates to obtain job placement. Program instructors, in conjunction with advisory committee members and business community contacts, assist with job placement by referring potential employment opportunities and encouraging students to participate in career-related externship experiences.

### STUDENT FOLLOW-UP

Students who have exited or completed a program are contacted after several months to determine employment status and training satisfaction.

## Student Services

### IDENTIFICATION BADGES

All new and returning students enrolled at Traviss Technical College are required to wear an identification badge while on campus. Identification badges are \$5 each; replacement and extra badges may also be purchased at a cost of \$5 each. Students must show proof of payment before having their photo taken for their identification badge.

### UNIFORMS

Programs require uniforms to be worn. Students must dress in the uniform assigned to their program and in accordance with the standards established by Traviss, businesses and industries in the local community and within the guidelines of the Polk County Public Schools Code of Student Conduct.

Counselors and instructors advise students regarding uniform dress. The cost of the program uniforms range from \$150.00 to \$300.00 which covers three (3) to five (5) sets. Any type of dress that disrupts the educational process at Traviss Technical College will be referred to administration, and for high school students a parent may be contacted. Shorts and open toed shoes (sandals, flip flops, slides, etc.) are not permissible by any student on campus.

### PARKING PERMITS

Student parking permits are required for all students driving on campus. The parking permit will be issued to each student, as needed, at the time identification badges are issued with a paid receipt. The cost for a parking permit is \$20 and must be purchased each school year.

### TRANSPORTATION

All students are able to participate in the COLT program which provides free bus transportation through Polk County's Citrus Connection public transportation. The School Board of Polk County provides free school bus transportation for secondary students only during the regular school term. However, school bus services are not available for postsecondary students or students attending evening programs.

### TEXTBOOKS

Students are responsible for purchasing their own books. Traviss maintains a virtual bookstore website which may be used to purchase required books. The site is: <http://www.traviss.textbookx.com>. Textbooks for enrolled high school students and dual enrolled students are provided by the Polk County School District at no cost to the student. Consumables such as workbooks, supplies, etc. that become the student's own personal property have to be purchased by the student.

### CASHIERS WINDOW

Tuition and all other fees or payments can be made on campus at the Cashiers window located in building 300. Payment can be made by cash, Visa, MasterCard, cashier's check or money order. Per the School Board of Polk County, Florida, Policy no bills larger than a \$20 will be accepted.

### DINING FACILITIES

In the cafeteria, hot meals as well as cold salads are served to staff and students. A 30 minute lunch for adults is scheduled for each program and students are advised of this time by a published schedule. Vending machines located in the cafeteria and buildings 100 and 200 also provide snacks and beverages. Postsecondary adult students are permitted to leave campus; however, high school students are not.

### MEDIA CENTER

The Media Center provides for the informational needs of the school community. Research materials are available in a variety of media, including print, video, CD-ROM, Internet and online subscriptions. In addition to assigned class research, students are encouraged to satisfy their personal interests by making use of fiction and non-fiction books, newspapers, and magazines. The Media Center is open to students before and after school as well as during class time and lunch. The Media Center is also used occasionally for large group meetings.

## SCHOOL CLINIC

A school clinic is located in building 300 near the reception area and primarily used to supply temporary first aid and for emergency cases.

## INSURANCE

The Polk County School Board, Florida, has purchased a supplemental student accident insurance policy to cover all Polk County students while at school or when they are participating in activities that are exclusively sponsored, scheduled and funded by the Polk County School Board, Florida, during the current school term. This school time policy coverage ends on the last day of school each year. This policy will not pay for 100% of all medical expenses, is NOT "Primary Insurance" and is in effect only during school activities directly supervised by a Polk County employee. An "Extended 24-Hour Protection Plan" may be purchased for a minimal fee per school term.

\* Some programs may require proof of additional insurance before enrollment.

## DRUG-FREE SCHOOL POLICY

Traviss provides a safe, orderly and disciplined learning environment free of drugs and violence. Information is presented to students on a regular basis regarding drug prevention. Students who desire more information on substance abuse prevention should consult with a school counselor.

## TOBACCO PRODUCTS

Traviss Technical College is a tobacco free campus in accordance with the Polk County Public Schools Tobacco Free Environment Policy.

## GRIEVANCE PROCEDURE

A student has the privilege to question a decision by a staff member, including allegations of discrimination in any phase of education programs and activities, and the application of rules of behavior, sanctions and other treatment.

The purpose of these procedures is to settle a grievance at the lowest level. The following procedures shall be used to submit a grievance:

1. If a student wishes to question a decision of an instructor or administrator other than the Director of Traviss Technical College, the student shall first talk courteously to the instructor or administrator.
2. If the student is not satisfied after talking with the person concerned, the student may submit an appeal, in writing, to the Director of Traviss Technical College to review the matter. Such an appeal shall be submitted within three days of the incident. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses.
3. The Director, and or designee, shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the instructor or administrator. The decision shall be given to the student, in writing, within five days of the written notice of appeal.
4. Any appeals beyond the Director shall be made according to the following order: Senior Director of Multiple Pathways; Chief Academic Officer; Superintendent; and the School Board of Polk County, Florida.
5. If the grievance is not settled at the local level, the student may contact the accreditation agency:

Commission of the Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (800) 917-2081 Toll-free or (770) 396-3898  
Fax: (770) 396-3790  
<http://www.council.org>

Cognia (formerly AdvancEd) the parent organization for the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.  
9115 Westside Parkway  
Alpharetta, GA 30009  
Telephone: (888) 413-3669  
<http://www.cognia.org>

Students have the right to submit a complaint to the Florida Department of Education (DOE). For more information and to access the complaint form, search for “File a Complaint” at Florida DOE website or visit: <http://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.stml>”

### **DUE PROCESS PROCEDURE**

A campus administrator must inform the student of school rules that have been violated. A student has the right to present evidence or witnesses concerning violation, and the student must:

1. Have knowledge of the charge or complaint being made against him/her;
2. Have a description of the specific charges;
3. Be given and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
4. Have had prior knowledge that their actions were in violation of established rules and regulations; and
5. Be advised that they have to go to the next higher authority if not satisfied with the decisions.

### **CAREER COUNSELING**

The counselors and staff in the Student Services Department are available to assist you with program information and career counseling. Registration and student files are handled in these offices. Counselors provide services to students in the areas of testing, test interpretation and career development. Counselors also work with students being sponsored for vocational training by special agencies.

### **COOPERATIVE EDUCATION**

Adult students may encounter personal situations which dictate they must be employed. It is possible for a student to transfer to the cooperative education program, go to work and continue to receive credit for tasks on their program task listing. Students interested in this program should consult with their instructor.

### **CONTINUING WORKFORCE EDUCATION (Business and Industry Classes)**

Continuing Workforce Education courses have been suspended due to COVID-19 precautions.

### **TRANSCRIPT REQUESTS**

Requests for transcripts can be found on Traviss' website at [www.traviss.edu](http://www.traviss.edu). Records/Transcripts for years attended before 2016 are not available at the school level and must be requested from the School Board of Polk County, Florida (This does not include Health Science Records/Transcripts). No transcript will be released without student's written request or financial obligations cleared.

Both official and unofficial transcripts have a minimal charge of \$8.00 and sent via regular mail.

In Person Requests – Cash, Money Order or Credit Cards are accepted

By Mail Requests – Money Orders accepted only payable to Traviss Technical College

### **ARTICULATION WITH HIGH SCHOOLS AND STATE COLLEGES**

Articulation agreements with high schools and state colleges provide credit for competencies completed in many training programs. Instructors, school counselors and administration can provide additional information.

### **COMMENCEMENT CEREMONIES**

To ensure public safety, Commencement Ceremonies will be held within the guidelines set by the Polk County Department of Health and the School Board of Polk County, Florida.

One commencement ceremony will be held at the end of the year to honor all program completers for the school year. Students must complete the intent to graduate form at the end of their program. Any student or guest that requires an ADA accommodation, such as wheelchair accessibility or a sign language interpreter, should be identified on the intent to graduate form.

## Student Organizations

Various activities and events during the school year help to enrich the educational experience. Traviss Technical College sponsors the following organizations:

### CECF/BPA

Career Education Clubs of Florida/Business Professionals of America members compete in demonstrations of their business technology skills, develop their professional and leadership skills, network with one another and professionals across the nation, and participate in community service projects.

### DAS

The Dental Assisting Society invites dental students to participate in fund raising projects to offset the cost of such items as membership in the American Dental Assistants Association (ADAA), application to the Dental Assisting National Board Exam (DANB), the graduation pin, and social activities.

### FBA

Future Builders of America is a local club with the Polk County Builders Association. Students interested in building careers have the opportunity to meet builders, participate in competitions, develop leadership skills, participate in summer internship programs, and apply for college scholarships.

### HOSA

Health Occupations Students of America is a national student organization. The mission of HOSA is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.

### NTHS

National Technical Honor Society is a nonprofit, educational organization established to honor excellence in career and technical education. Student candidates must meet national and local membership standards and who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.

### SKILLSUSA

SkillsUSA (formerly VICA, Vocational Industrial Clubs of America) is a national organization for students who are preparing for careers in trade, technical and skilled service occupations, including health occupations which promotes skill development in addition to personal development. The emphasis is on leadership, social, character, citizenship and community development. SkillsUSA provides regional, state and national competitions and awards.

### TRAVISS AMBASSADORS

Traviss Ambassadors is a society of students who represent the various vocational programs on campus. Ambassadors serve as examples and coaches to their fellow students, serve as greeters and tour guides to prospective students and other guests at Traviss, and help promote a sense of community within the programs, classrooms, and Traviss as a whole. Traviss Ambassadors meet once a month to review and share issues connected with their leadership roles at Traviss.

## Postsecondary Programs Available

### **Postsecondary Programs\***

Administrative Office Specialist  
Automotive Collision Technology Technician  
Automotive Service Technology 1 & 2  
Automotive Maintenance and Light Repair Technician  
Aviation Airframe Mechanics\*\*  
Aviation Powerplant Mechanics\*\*  
Computer Systems & Information Technology (CSIT)  
Cosmetology\*\*  
Dental Assisting  
Diesel Systems Technician 1 & 2  
Digital Design 1 & 2  
Electricity  
Energy Technician\*\*  
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2\*\*  
Home Health Aide  
Legal Administrative Specialist  
Medical Assisting  
Nursing Assistant - Articulated  
Practical Nursing  
Professional Culinary Arts & Hospitality  
Surgical Technology  
Welding Technology\*\*

### **Short Term Continuing Workforce Education Programs\***

IV Therapy for the PN (B & I Services)

### **Adult General Education Courses**

Applied Academics for Adult Education (Remediation)

\*Program Offerings Subject to Change

\*\*Evening Courses Available

## Administrative Office Specialist

**Description:** This program is designed to prepare students for employment as Administrative Office Specialists and it provides supplemental training for persons previously or currently employed. It offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents. It is available for secondary, dual enrolled, and postsecondary students.

This program focuses on broad, transferable skills and stresses the understanding and demonstration of the following elements of the office support services industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety and environmental issues.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0030	C	Assistant Digital Production Designer	150
OTA0043	D	Administrative Office Specialist	450
		<b>TOTAL</b>	<b>1050</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for the Microsoft Office Specialist (MOS) certification and the Notary Public Exam to become a Notary. Certain requirements must be met.

**Articulation Agreement:** This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

## Automotive Collision Technology Technician

**Description:** This program offers classroom and shop experiences in all phases of the repair of damaged auto bodies, fenders, and frames. The course content includes basic trade skills, refinishing skills, sheet metal repair skills, frame and unibody squaring and aligning, use of fillers, paint systems and undercoats, as well as related welding and mechanical skills, trim-hardware maintenance, and other miscellaneous repair. The program content also includes training in communication, leadership, human relations and employability skills, and safe, efficient work practices and it provides supplemental training for persons previously or currently employed.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ARR0140	A	Automotive Collision Repair and Refinishing Helper/Assistant	150
ARR0141	B	Automotive Collision Refinishing Technician	450
ARR0312	C	Non-Structural Damage Repair Technician	300
ARR0022	D	Damage Analysis and Estimating	75
ARR0112	E	Automotive Collision Welding, Cutting and Joining	75
ARR0295	F	Structural Damage Repair Technician	350
		<b>TOTAL</b>	<b>1400</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of six Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for certification in I-CAR and four areas of Automotive Service Excellence (ASE), NATEF approved.

## Automotive Maintenance and Light Repair Technician

**Description:** This program prepares students with the necessary skills, knowledge, work habits, and attitudes to successfully enter and advance in the field as an entry-level technician. It is designed to train students to perform repair and service procedures required to maintain an automobile. Students study the theory of operation and repair various systems such as brakes, engines, electrical components, etc. in the automobile. Electronic scan tools will be utilized in the testing and servicing of the various systems in the automobile such as fuel, engine management, automatic transmissions and brake systems.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the Program structure:

Course #	OCP	Course Title	Hours
AER0025	A	Maintenance and Light Repair Technician 1	150
AER0026		Maintenance and Light Repair Technician 2	150
AER0027		Maintenance and Light Repair Technician 3	150
AER0028		Maintenance and Light Repair Technician 4	150
		<b>TOTAL</b>	<b>600</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult or dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing Automotive Maintenance and Light Repair Technician, students are eligible to take the Automotive Service Excellence (ASE) Tests. NATEF approved.

## Automotive Service Technology 1

**Description:** This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become an entry-level engine repair technician. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and working hands-on with each system (brake, engine, electrical, etc.), will learn entry-level skills for employment in the automotive service industry.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AER0014	A	Automobile Services Assistor	300
AER0418	B	Automotive Brake System Technician	150
AER0453	C	Automobile Suspension and Steering Technician	150
AER0360	D	Automotive Electrical/Electronic System Technician	300
AER0110	E	Engine Repair Technician	150
		<b>TOTAL</b>	<b>1050</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Travis. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing Automotive Service Technology 1, students are eligible to take Automotive Service Excellence (ASE) Tests. NATEF approved.

## Automotive Service Technology 2

**Description:** This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become an entry-level automotive heating and air conditioning technician. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and working hands-on with each system (transmission, drivetrain and air conditioning), will learn entry-level skills for employment in the automotive service industry.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AER0503	A	Automotive Engine Performance Technician	300
AER0257	B	Automatic Transmission and Transaxle Technician	150
AER0274	C	Manual Drivetrain and Axle Technician	150
AER0172	D	Automotive Heating and Air Conditioning Technician	150
		<b>TOTAL</b>	<b>750</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Automotive Service Technology 1 is a prerequisite for Automotive Service Technology 2

**Licensure/Certification:** After successfully completing Automotive Service Technology 2 students are eligible to take Automotive Service Excellence (ASE) Tests. NATEF approved.

## Aviation Airframe Mechanics

**Description:** Aviation Airframe Mechanics is an FAA approved Part 147 course open to both high school and adult students. This program is designed to prepare the student for employment in the commercial and general aviation industry as an Aviation Maintenance General Technician with FAA Airframe Rating.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AMT0705	A	Aviation Maintenance General Technician	450
AMT0765	B	Aviation Maintenance Airframe Technician 1	450
AMT0766		Aviation Maintenance Airframe Technician 2	450
		<b>TOTAL</b>	<b>1350</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering system) in accordance with Section 1007.24 (1), F.S. Technical Colleges and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

**Admission Requirements:** The Aviation Airframe Mechanics program accepts both high school and adult students. Adult students desiring entry into the program must meet all general admission requirements for Traviss Technical College. High School Students: Contact the Central Florida Aerospace Academy of Kathleen High School. Adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students will be prepared to take the FAA License Examinations for Airframe ratings.

## Aviation Powerplant Mechanics

**Description:** Aviation Powerplant Mechanics is an FAA approved Part 147 course open to both high school and adult students. This program is designed to prepare the student for employment as an Aviation Maintenance General Technician, and an Aviation Powerplant Maintenance Technician with FAA Powerplant Rating.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure with OCP A, a core course, completed in Aviation Airframe Mechanics.

Course #	OCP	Course Title	Hours
AMT0705	A	Aviation Maintenance General Technician	450
AMT0775	B	Aviation Maintenance Powerplant Technician 1	450
AMT0776		Aviation Maintenance Powerplant Technician 2	450
		<b>TOTAL</b>	<b>1350</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of a two Occupational Completion Points. The Aviation Maintenance General Technician is a core course. When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering system) in accordance with Section 1007.24 (1), F.S. Technical Colleges and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

**Admission Requirements:** The Aviation Powerplant Mechanics program accepts both high school and adult students. Adult students desiring entry into the program must meet all general admission requirements for Traviss Technical College. High School Students: Contact the Central Florida Aerospace Academy of Kathleen High School. Adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Must have completed Aviation Airframe Mechanics to enroll in Aviation Powerplant Mechanics.

**Licensure/Certification:** After successfully completing this program, students will be prepared to take the FAA License Examinations for Powerplant ratings.

## Computer Systems & Information Technology (CSIT)

**Description:** This program prepares students for employment as network specialists in the information technology industry. The program content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical or electronics, hardware and software malfunction. It also includes communication, leadership skills, human relations and employability skills, and safe, efficient work practices.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CTS0082	A	Computer Systems Technician	300
CTS0083	B	Computer Network Technician	150
CTS0084	C	Computer Networking Specialist	150
CTS0069	D	Computer Security Technician	300
		<b>TOTAL</b>	<b>900</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** Throughout the course of study students will be preparing for the CompTIA A+, Network+, and Security+ exams. These certifications are recommended for professionals who are interested in mastering broad, information technology concepts and are seeking employment in the information technology field.

# Cosmetology

**Description:** The purpose of this program is to prepare a person for employment as a cosmetologist. Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination. Specialized classroom and practical experiences are concerned with a variety of beauty treatments including the care and beautification of the hair, complexion, and hands. Students are given the knowledge, skills, and necessary work experiences for employment at job entry level. Instruction is also designed to qualify students for the Florida Cosmetology Licensing Examination which requires 1200 hours of instruction.

Content includes equipment use, sanitation and sterilization procedures, hair styling, shampoos and rinses, scalp treatment, haircuts, hair coloring, permanent wave applications, hair straightening, facial treatments, make up, manicures and salon operations.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CSP0009	A	Grooming and Salon Services Core, Facials and Nails	225
COS0002		Cosmetologist and Hairdresser 1	300
COS0003		Cosmetologist and Hairdresser 2	300
COS0009		Cosmetologist and Hairdresser 3	375
		<b>TOTAL</b>	<b>1200</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of one Occupational Completion Point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** A student completing the Cosmetology program is prepared for employment as a licensed Hairdresser, Hairstylist, and a Cosmetologist upon passing the Florida State Board of Cosmetology Licensure Exam.

## **State Requirements for Obtaining a Florida Cosmetology License**

### **General Requirements:**

- Must be at least 16 years of age or have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete 1,200 school hours in a cosmetology program. Florida cosmetology students must apply for licensure by examination.

**Examination:** After completing the cosmetology program, a school official will sign and submit official documentation for students to apply for the licensure exam. You must complete both portions of the examination within a two-year period from the date of the first attempt of either portion of the exam. If you fail either portion of the examination on the first attempt, you can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the school. For more information regarding the Cosmetology examination, please review the [Cosmetology License Examination Candidate Information Booklet](#).

**HIV/AIDS Course:** Applicants who completed their education at a Florida school should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course is built into Travis's cosmetology program.

**Fee:** Pay \$63.50 to the Department of Business and Professional Regulations (DBPR). Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. For more information, please visit the DBPR Military Services page at <http://www.myfloridalicense.com/DBPR/military-services/veterans-services/>.

**Special Testing Accommodations:** The DBPR certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination. All applicants for an examination or a reexamination who desire special testing accommodations due to a disability must submit an application to the Special Testing Coordinator prior to each exam. The application for accommodation must be completed and returned to the Bureau of Education and Testing at:

Department of Business and Professional Regulation  
Bureau of Education and Testing Special Testing Coordinator  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit the DBPR webpage at: <http://www.myfloridalicense.com/DBPR/examination-information/special-testing-accommodations/>.

### **Reasons for not sitting can include:**

- Failed background - All required documents MUST be submitted with application if positive background.
- Application was not completed correctly or missing information on the application or paperwork, such as HIV/AIDS course not submitted or Certificate of completion from the accredited school.

## Dental Assisting

**Description:** This program prepares students to assist the dentist in all facets of the office. Local on-site dental clinic with an oral surgeon and a general dentist and dental offices provide chair-side experience. Activities include taking dental images, assisting at chair-side, and knowing sterilization procedures, business office procedures and inventory control. Students also learn to make temporary crowns and bridges and all expanded functions, as well as polishing teeth and oral healthcare education to include proper brushing and flossing techniques.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this program are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DEA0725	A	Introduction to Dental Assisting	90
DEA0726	B	Dental Infection Control Assistant	210
DEA0727	C	Dental Assistant 1	465
DEA0728		Dental Assistant 2	465
		<b>TOTAL</b>	<b>1230</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and/or the TEAS test, and an interview with a Counselor at Triviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students receive a program Certificate of Completion that includes certification in Dental Radiology and Expanded Functions. Students then take the Dental Assisting National Board Examination. Graduates passing this exam will have earned the right to use the title Certified Dental Assistant. Graduates are eligible to apply into the AAS in Dental Assisting at selected colleges.

## Diesel Systems Technician 1

**Description:** This program prepares students for employment as diesel brakes technicians. Training includes maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines and performing diesel engine preventive maintenance.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150
DIM0102	B	Diesel Electrical and Electronics Technician	300
DIM0104	C	Diesel Engine Technician	300
DIM0105	D	Diesel Brakes Technician	300
		<b>TOTAL</b>	<b>1050</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing the Diesel Systems Technician 1 program, students are eligible to take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).

## Diesel Systems Technician 2

**Description:** This program prepares students for employment as diesel hydraulics technicians. Training includes, but is not limited to, maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines, and performing diesel engine preventive maintenance.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIM0103	A	Diesel Engine Preventative Maintenance Technician	150
DIM0106	B	Diesel Heating and Air Conditioning Technician	150
DIM0107	C	Diesel Steering and Suspension Technician	150
DIM0108	D	Diesel Drivetrain Technician	150
DIM0109	E	Diesel Hydraulics Technician	150
		<b>TOTAL</b>	<b>750</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Diesel Systems Technician 1 is a prerequisite for Diesel Systems Technician 2.

**Licensure/Certification:** After successfully completing the Diesel Systems Technician 2 program, students are eligible to take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).

## Digital Design 1

**Description:** This program prepares students for employment as Digital Assistant Designers and it provides supplemental training for persons previously or currently employed. The content includes practical experiences in computer generated art and text, graphic design, graphic production, electronic design, preparation of electronic layouts and illustrations, electronic scanning and development of specialized skills in multimedia presentations.

**It also focuses on:** planning; management; finance; technical and production skills and underlying principles of technology and design in the digital publishing industry.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
GRA0024	B	Production Assistant	150
GRA0025	C	Digital Assistant Designer	300
		<b>TOTAL</b>	<b>600</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure and Certifications:** After successfully completing this program, students are eligible to test for the following Microsoft 16 Programs (Word, Excel, Access, PowerPoint, Outlook) and Adobe CC Certifications (Photoshop, InDesign, Premier Pro, Illustrator, Animate and Dreamweaver).

## Digital Design 2

**Description:** This program prepares students for employment as Multi-Media Designers and it provides supplemental training for persons previously or currently employed. The content includes practical experiences in computer generated art and text, graphic design, graphic production, electronic design, preparation of electronic layouts and illustrations, electronic scanning and development of specialized skills in multimedia presentations.

**It also focuses on:** planning; management; finance; technical and production skills and underlying principles of technology and design in the digital publishing industry.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
GRA0026	A	Graphic Designer	300
GRA0027	B	Media Designer	300
		<b>TOTAL</b>	<b>600</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Digital Design 1 is a prerequisite for Digital Design 2.

**Licensure and Certifications:** After successfully completing this program, students are eligible to test for the following Microsoft 16 programs (Word, Excel, Access, PowerPoint, Outlook) and Adobe CC Certifications (Photoshop, InDesign, Premier Pro, Illustrator, Animate and Dreamweaver).

# Electricity

**Description:** This program prepares students for employment as entry-level residential and commercial electricians and it provides supplemental training for persons previously or currently employed. Students in this program learn procedures for installing wiring to conduct electricity to lights, appliances, and machines in residential and commercial buildings. They become familiar with blueprint reading, electrical theory, code requirements and circuit calculations.

**Program content includes:** AC and DC circuits, AC theory and solid state devices, residential and commercial wiring, industrial electronics and wiring, transformers, motors, controls for operation, blueprints and plan symbols, control circuits, tools, materials, methods, employability skills and entrepreneurship awareness.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
BCV0603	A	Electrician Helper	300
BCV0640	B	Residential Electrician	450
BCV0652	C	Commercial Electrician	450
		<b>TOTAL</b>	<b>1200</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for the: National Center for Construction Education and Research (NCCER) Core, Electricity Level I and Electricity Level II Certifications upon completion of NCCER requirements.

## Energy Technician

**Description:** This program is a planned sequence of instruction consisting of one Occupational Completion Point that focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of energy foundations, alternative energy, and electricity.

**Laboratory Activities:** Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

The content includes but is not limited to Energy Technician program which consists of two course offering related to energy and two course offering related to electricity which have been incorporated into one program to present information that will assist Florida in increasing the number and skill level of workers who are available to meet the workforce needs of Florida's current emerging alternative energy needs.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
ETP0090	A	Energy Technician 1	300
ETP0091		Energy Technician 2	300
		<b>TOTAL</b>	<b>600</b>

**Occupational Completion Point (OCP):** This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education in the Energy cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Energy cluster.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure and Certifications:** Students will earn certifications through NCCER that are nationally recognized.

## Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

**Description:** This program prepares students for employment as air conditioning, refrigeration and heating mechanics and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ACR0000	A	Introduction to HVAC/R	250
ACR0001	B	HVAC/R Fundamentals	250
ACR0012	C	HVAC/R Service Practices	250
		<b>TOTAL</b>	<b>750</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** During this program, students are required to test for the following certifications: The EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act), the OSHA 10 Construction Industry Safety Test. The Employment Ready Electrical Test is optional but encouraged.

## Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2

**Description:** This program prepares students for employment as air-conditioning, refrigeration and heating technicians and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ACR0013	A	HVAC/R Intermediate Service Practices	250
ACR0044	B	HVAC/R Advanced Service Practices	350
		<b>TOTAL</b>	<b>600</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 is a prerequisite for Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2

**Licensure/Certification:** During this program, students are required to test for the following certifications: The Employment Ready Electrical Test and the Employment Ready Air Conditioning and Heat Pump tests. The NATE Core Exam is optional but encouraged.

## Home Health Aide

**Description:** This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program is designed to prepare students for employment as a home attendant, or home health aide (SOC Code 31-1011) or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment, as stated in Rules of the Department of Health Minimum Standards for Home Health Agencies.

**Laboratory Activities:** Basic infection control, first aid, cardio pulmonary resuscitation (CPR) heart saver level, vital signs, home care skills and client care skills are integral parts of this program. Clinical experiences, where the student may practice, demonstrate and perform the procedures associated with bedside client care, are an appropriate part of this program.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
HCP0330	B	Home Health Aide	75
		<b>TOTAL</b>	<b>165</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** Upon completion of this program, students are eligible to receive a completion certificate from Traviss Technical College to be employed as a Home Health Aide (HHA).

## Legal Administrative Specialist

**Description:** This program prepares students for employment in an attorney's office, law enforcement agency, government office, insurance office and courthouse. This program offers a broad foundation of knowledge and skills that expand the traditional role of the Legal Assistant. Program content includes the use of technology to develop communications skills, higher level thinking skills, decision making skills; legal terminology; business law topics, office procedures specific to the legal environment; transcription of legal documents; advanced features of business software applications including the Microsoft Office Suite, research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0042	C	Administrative Support	150
OTA0050	D	Legal Administrative Specialist	450
		<b>TOTAL</b>	<b>1050</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to take the Accredited Legal Secretary (ALS) National Certification Test and the Microsoft Office Specialist (MOS) Certification Test.

**Articulation Agreement:** This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

## Medical Assisting

**Description:** Training includes learning how to assist with patient examinations, treatments, medications, monitoring, basic lab tests, phlebotomy, electrocardiography, emergency procedures, administering medical insurance/finance procedures, office management software and receptionist duties, and employability skills. An unpaid externship/practicum at a physician's office or health care clinic is required to complete the program. This program is offered in traditional classroom instruction.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
MEA0002	B	Introduction to Medical Assisting	250
MEA0501		Medical Office Procedures	75
MEA0521	C	Phlebotomist, MA	75
MEA0543	D	EKG Aide, MA	75
MEA0581	E	Clinical Assisting	230
MEA0530		Pharmacology for Medical Assisting	90
MEA0573		Laboratory Procedures	125
MEA0506		Administrative Office Procedures	90
MEA0942		Practicum Experience	200
		<b>TOTAL</b>	<b>1300</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students will be eligible to take the American Medical Technologists' Certification Exam (RMA).

## Nursing Assistant (Articulated)

**Description:** This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program is designed to prepare students for employment as nursing assistants (SOC 31-1014 Nursing Assistants). The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
HCP0121	B	Nurse Aide and Orderly (Articulated)	75
		<b>TOTAL</b>	<b>165</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** The Nursing Assistant (Articulated) program is approved by the Florida State Board of Nursing. Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant, in accordance with Chapter 464.203, Florida Statutes. Upon completion of this program, students are eligible to apply to take and pass the Certified Nursing Assistant exam, to be employed as a Certified Nursing Assistant (CNA).

## **State Requirements for Obtaining a Florida Practical Nursing License**

### **General Requirements:**

- Must have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete an approved nursing assistant program, with a minimum of 80 hours of classroom and 40 hours of clinical instruction (which shall include 20 hours of long term care in a licensed nursing home). Florida CNA students must apply for licensure by examination.

**Examination:** After completing the nursing assistant (articulated) program, a school official will submit official nursing assistant program graduation list to the board of nursing. In addition, you will need an Authorization to Test (ATT). To get this, you'll need to apply to your nursing regulatory body (NRB) and then register with Pearson VUE. Applicants for initial licensure must use a Livescan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to the applicant.

Applicants, both first-time and re-certifying, must pass the Prometric CNA Exam which is a two-part examination, consisting of a written and a performance (skills) section. The Written Test is a ninety (90) minute test with sixty (60) multiple-choice questions written in English. The Manual Skills Evaluation requires the applicant to perform five (5) randomly selected nursing assistant skills.

The application and candidate information bulletins are available through the state's contracted test administrator, Prometric.

**Website:** <https://www.prometric.com/nurseaide/fl>

**Email:** [FLCNA@prometric.com](mailto:FLCNA@prometric.com)

**Phone:** (888) 277-3500

**Fee:** Pay fees as indicated below. The NCLEX-PN examination has been added to the qualified list of non-federal government licensure/certification examinations by the Department of Veterans Affairs. For more info about fee reimbursement visit <https://www.ncsbn.org/1208.htm>.

\$110.00 Application and Licensing Fee to Board of Nursing

\$200.00 to Pearson VUE, Testing Vendor

Fee varies for Livescan Service Provider (Criminal Background Screening)

**Special Testing Accommodations:** In accordance with section 64B-1.005, Florida Administrative Code and the Americans with Disabilities Act, reasonable and appropriate testing accommodations will be provided to individuals with documented disabilities or religious conflict who demonstrate a need for accommodation and complete the required application to the Operational Support Services Section as a separate requirement from the licensure examination application process 60 days prior to testing. For more information about required documentation and to download the application, visit <https://floridasnursing.gov/applications/instructions-sta-ada.pdf>. Sent applications or requests for applications to:

Department of Health  
Bureau of Operations  
Operations Support Services  
ATTN: Special Testing Coordinator  
4052 Bald Cypress Way BIN # C-90  
Tallahassee, FL 32399-3290  
(850) 245-4252 Fax (850) 487-9537

An Oral or Spanish Test may be requested for the Written Test if you have difficulty reading English and you must ask for it when you submit your application.

**Reasons for not sitting can include:**

- Failed background - All required documents MUST be submitted with application if positive background
- Convicted of Health Care Fraud
- Application was not completed correctly or missing information on the application or paperwork

**Initial Employment Certification Window**

According to Section 400.211, F.S., persons who are enrolled in, or have completed, a state approved nursing assistant training program may be employed by a licensed nursing facility for a period of four months. However, the certification requirements must be met within four months of such initial employment.

## Practical Nursing

**Description:** This program includes nursing theory and practice, with students acquiring clinical experience at area hospitals and medical facilities. The content includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing. Additionally, content includes individual, family and community health concepts, nutrition, human growth and development, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medicines and legal aspects of practice.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
PRN0098	A	Practical Nursing Foundations 1	300
PRN0099	B	Practical Nursing Foundation 2	300
PRN0290		Medical Surgical Nursing 1	300
PRN0291		Medical Surgical Nursing 2	300
PRN0690		Comprehensive Nursing and Transitional Skills	150
		<b>TOTAL</b>	<b>1350</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** The Practical Nursing program is approved by the Florida State Board of Nursing. Upon completion of this program, students are eligible to apply to take and pass the Licensure Examination for Practical Nurses, CAT NCLEX-PN to be employed as a Licensed Practical Nurse (LPN).

## **State Requirements for Obtaining a Florida Practical Nursing License**

### **General Requirements:**

- Must have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete 1,350 school hours in an approved nursing program. Florida LPN students must apply for licensure by examination.

**Examination:** After completing the practical nursing program, a school official will submit official nursing program graduation list to the board of nursing. In addition, you will need an Authorization to Test (ATT). To get this, you'll need to apply to your nursing regulatory body (NRB) and then register with Pearson VUE. Applicants for initial licensure must use a Livescan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to the applicant.

**Fee:** Pay fees as indicated below. The NCLEX-PN examination has been added to the qualified list of non-federal government licensure/certification examinations by the Department of Veterans Affairs. For more info about fee reimbursement visit <https://www.ncsbn.org/1208.htm>.

\$110.00 Application and Licensing Fee to Board of Nursing

\$200.00 to Pearson VUE, Testing Vendor

Fee varies for Livescan Service Provider (Criminal Background Screening)

**Special Testing Accommodations:** In accordance with section 64B-1.005, Florida Administrative Code and the Americans with Disabilities Act, reasonable and appropriate testing accommodations will be provided to individuals with documented disabilities or religious conflict who demonstrate a need for accommodation and complete the required application to the Operational Support Services Section as a separate requirement from the licensure examination application process 60 days prior to testing. For more information about required documentation and to download the application, visit <https://floridasnursing.gov/applications/instructions-sta-ada.pdf>. Sent applications or requests for applications to:

Department of Health

Bureau of Operations

Operations Support Services

ATTN: Special Testing Coordinator

4052 Bald Cypress Way BIN # C-90

Tallahassee, FL 32399-3290

(850) 245-4252 Fax (850) 487-9537

### **Reasons for not sitting can include:**

- Failed background - All required documents MUST be submitted with application if positive background
- Convicted of Health Care Fraud
- Application was not completed correctly or missing information on the application or paperwork

## Professional Culinary Arts & Hospitality

**Description:** The program covers all facets of working in the food service environment. Students acquire skills in preparation and serving of foods in all types of establishments in the food service industry. Instruction is also provided in recipe use/development, commercial tools/equipment and operational systems. Creativity, critical thinking skills, principles of nutrition and menu planning/development, communication, leadership, human relations and employability skills, and safe, efficient work practices are also areas of study.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HMV0100	A	Food Preparation	300
HMV0170	B	Cook - Restaurant	300
HMV0171	C	Chef/Head Cook	300
HMV0126	D	Food Service Management	300
		<b>TOTAL</b>	<b>1200</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** During the program, students can take the Food Handler Training and certify as a Food Handler issued by ServSafe. Following successful completion of the program, students may choose to test for certification as a Certified Food Manager issued by the International Food Service Executive Association or as a Certified Professional Food Manager issued by the National Restaurant Associate Education Foundation.

The Certified Professional Food Manager Certification issued by the National Restaurant Associate Education Foundation training is given in the last 300 hours of the program.

## Surgical Technology

**Description:** This program prepares students with hands-on training that enables them to train under the supervision of surgeons, registered operating room nurses and surgical technologists in many surgical procedures. The content includes communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, asepsis and sterilization techniques, surgical procedures, safe use and care of equipment and supplies, CPR, employability skills and basic computer literacy. This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

Commission on Accreditation of Allied Health  
Education Programs  
1361 Park Street  
Clearwater, FL 33756  
Telephone: (727)210-2350  
Fax: (727)210-2354  
www.caahep.org



Accreditation Review Council On Education  
In Surgical Technology And Surgical Assisting  
6 West Dry Creek Circle, Suite 110  
Littleton, CO 80120-8031  
Telephone: (303)694-9262  
Fax: (303)741-3566  
www.arcst.org



National Board of Surgical Technology and  
Surgical Assisting (NBSTSA)  
6 West Dry Creek Circle, Suite 100  
Littleton, CO 80120-8031  
Telephone: (800)707-0057  
Fax: (303)325-2536  
www.nbstsa.org



**Laboratory Activities:** In a simulated surgical environment, students prepare, set up and maintain a sterile field – practice sterilization and disinfection procedures; and prepare supplies equipment and patients for surgery. Clinical learning experiences in an operating room and related areas are an integral part of this program.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
STS0015	B	Central Supply Technician	210
STS0010	C	Surgical Technologist 1	343
STS0011		Surgical Technologist 2	343
STS0012		Surgical Technologist 3	344
		<b>TOTAL</b>	<b>1330</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are qualified to take the national certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) administered at Traviss Technical College. The Surgical Technology program at Traviss Technical College has 100% participation rate in program graduates taking the NBSTSA Exam and a 75% pass rate for the graduating class of 2020.

## Welding Technology

**Description:** This program prepares students for employment as welders in the fabrication and repair industry as well as the construction industry and it provides supplemental training for persons previously or currently employed.

This program combines classroom instruction with hands-on laboratory experiences to teach students to weld and cut metal by the oxyacetylene and electric arc methods. Students will become knowledgeable about the shielded metal, gas metal, flux core and gas tungsten arc welding processes (Stick, MIG, Fluxcore and TIG). Students will learn techniques of metal layout and fabrication through the use of special hand tools and machines. “AWS” and “AISI” standards are used to appraise welding performance. The content includes leadership, communication skills, human relations and employability skills, and safe and efficient work practices.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
PMT0070	A	Welder Assistant 1	150
PMT0071		Welder Assistant 2	150
PMT0072	B	Welder, SMAW 1	150
PMT0073		Welder, SMAW 2	150
PMT0074	C	Welder	450
		<b>TOTAL</b>	<b>1050</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for the American Welding Society (AWS) certification.

## IV Therapy for the PN

**Description:** This 30-hour Business and Industry class at Triviss Technical College is offered, in conjunction with Watson Clinic LLP, to any recent graduates and post graduates of a Florida Board of Nursing approved Practical Nursing Program. This course fulfills the State of Florida's 30 hour requirement for IV Therapy training for LPNs and is recognized by the State of Florida Board of Nursing.

**Laboratory Activities:** The program is comprised of two components: a 24 hour online section and a 6 hour lab simulation section. The goal of this program is to combine an interactive didactic presentation with plenty of hands on time for practical demonstration.

**Continuing Education Units (CEUs):** After successfully completing the course, you will receive a certificate of completion and you will be awarded 30 CEUs.

**Admission Requirements:** Upon applying please bring a copy of your PN certification or your license. You **will not** need immunizations, drug screen, TABE test, background check, or uniform for the course.

## Adult Basic Education (ABE)

**Description:** The Adult Basic Education (ABE) Program includes content standards that describe what students should know and be able to do in Mathematics, Language Arts and Reading. The content standards serve several purposes:

- Provide a common language for ABE levels among programs
- Assist programs with ABE curriculum development
- Provide guidance for new ABE instructors
- Ensure quality instruction through professional development
- Provide basic skills instruction (0.0 – 8.9) and critical thinking skills to prepare students for the GED® Preparation Program (9.0 – 12.9), postsecondary education and employment.

The content standards should be used as a basis for curriculum design and also to assist programs and teachers with selecting or designing appropriate instructional materials, instructional techniques and ongoing assessment strategies.

The ABE content standards have been revised to include the State standards. The integration of standards into ABE programs is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs with the goal of continuing on to postsecondary education.

ABE is a non-credit course designed to develop literacy skills necessary for students to be successful workers, citizens and family members. A student enrolled in the ABE program may be receiving instruction in one or more of the following courses: Mathematics, Language Arts or Reading.

This program is divided into levels that are reported as student educational gains: Educational Functioning Levels (EFLs) for federal reporting and Literacy Completion Points (LCPs) for state reporting. Progress through levels must be measured by approved validation methods in accordance with Rule 6A-6.014, F.A.C.

The program length of training varies depending on student ability. The Adult ABE program is offered part-time during the day and students may enroll in the program at any time.

**Classroom Activities:** Classroom activities are an integral part of this program.

**Admission Requirements:** This Business and Industry class is open to adult students who are 16 years of age or older. Placement into this program is based on results of the Comprehensive Adult Student Assessment System (CASAS). Students may enroll in Adult ABE prior to, or concurrent with, enrollment in a Technical College/education program.

## Adult English for Speakers of Other Languages (ESOL)

**Description:** The Adult English for Speakers of Other Languages program is a non-credit course that is designed to improve student success in Technical College/technical programs and the workplace in the United States. Progress through the Adult ESOL program may be measured by approved standardized tests or documentation of mastery of competencies.

The purpose of the Adult ESOL program is to assist immigrants and other individuals who are English language learners in: improving their reading, writing, speaking, listening, and comprehension skills in English, mathematics skills and provide an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship. In addition, the Adult ESOL program is designed to lead to attainment of a high school/secondary school diploma or its recognized equivalent; and transition to adult/postsecondary education and training; or employment.

The program length of training varies depending on student ability. The Adult ESOL program is offered part-time during the day and students may enroll in the program at any time.

**Classroom Activities:** Classroom activities are an integral part of this program.

**Admission Requirements:** This Business and Industry class is open to adult students who are 16 years of age or older. Placement into this program is based on results of the Comprehensive Adult Student Assessment System (CASAS). Students may enroll in Adult ESOL prior to, or concurrent with, enrollment in a Technical College/education program.

## Applied Academics for Adult Education (AAAE)

**Description:** This program provides adults remediation in reading, math and language to assist them in improving their scores on the Tests of Adult Basic Education (TABE) and meet basic skill level requirements for a Certificate of Completion in their Technical College education program. There is no set program length. This individualized program is prescribed, and students work at their own pace until they can test at the Certificate of Completion basic skills level for the Technical College education program for which they have applied. Students use a variety of media including print, computers and audio-visual. This program is non-graded and characterized by an open-entry/open-exit concept, self-paced instructional modules and performance-based evaluation.

**Classroom Activities:** Classroom activities are an integral part of this program.

### Program Structure:

The program encompasses a combination of the following instructional components:

- A. Technical Colleges Assessment and/or Referral
- B. Basic Skills Related Instruction
  - 1) Reading
  - 2) Language
  - 3) Mathematics
  - 4) Study and Reference Skills
- C. Other Related Instruction (as needed)
  - A. Science
  - B. Social Studies
  - C. Advanced Mathematics
- D. Complementary Skills
- E. Basic Computer Literacy

Program procedures encompass the following:

- A. Interviewing and goal setting
- B. Diagnosing learning difficulties: basic skills assessment is performed for each student by personnel trained in AAAE concepts and program procedures to identify needs in each of the instructional components. The basic skills assessment instruments are listed in Rule 6A-10.040, FAC.
- C. Prescribing individualized instruction.
- D. Managing learning activities.
- E. Evaluating student progress.

**Admission Requirements:** Placement into this program is based on results of the Tests of Adult Basic Education (TABE).

## Adult/Postsecondary 2021-2022 Costs

Program Costs are available for download on the website: <http://www.polkedpathways.com/tuition-and-fees/>

Tax is not included in total program costs.

Note: Tuition costs are for the 2021-2022 school year only. Programs that extend beyond the 2021-2022 school year will have additional costs.

\*\*Lab Fees, Books, Uniforms, Certifications/Licensure, Tools and Supplies and Medical are estimated and subject to change without notice.

# Information for High School Students

## ADMISSION PROCEDURES FOR HIGH SCHOOL (SECONDARY) STUDENTS

Traviss Technical College, in conjunction with students' home high schools, offers three high school diploma options: the 3-year, 18 credit standard diploma; the 4-year, 24 credit standard high school diploma; and the State of Florida High School Performance-Based diploma.

### Standard Diploma

Students spend the entire day at Traviss Technical College and can earn elective and academic credits each year; however, due to limited academic offerings, counselors, students and parents/guardians have to carefully develop an academic plan to ensure all credits for graduation can be attained. Tuition and books are free; however, most programs require a student activity fees. High school students should remember that the focus of a Technical College is to provide job skills for those individuals ready to seek employment and/or continue into higher education. Students must be willing to accept personal responsibility and function in a "job" atmosphere.

### Entry Requirements:

1. Complete the application during the admissions window.
2. Must have availability in the academic schedule for the desired Career and Technical program.
3. Must take the CASAS: Goals Series assessment, if applicable.
4. Must be at least 16 years of age.

Please note that space is limited. Admission is not guaranteed.

### State of Florida High School Performance-Based Diploma

In order to prevent many students from dropping out of school at the later middle school level and/or early senior high stages of their educational program, students lagging behind on credits can be designated as 11th or 12th graders for the purpose of allowing them to attend Traviss Technical College under the Florida High School Performance-Based Diploma Option. Grade designation is not based on number of high school credits. If a student returns to a regular high school, the grade in school will be based on number of credits. A State of Florida High School Performance-Based Diploma will be awarded for those who successfully pass the FSA, GED, maintain a 2.0 GPA, and attain at least one Career Education Occupational Completion Point (OCP).

### Entry Requirements:

1. At least 16 years old and currently enrolled in a prekindergarten through Grade 12 (PK-12) program;
2. Enrolled in and attending high school courses that meet high school graduation requirements as specified in s. 1003.4282, F.S. (GED® preparation courses are not permitted);
3. In jeopardy of not graduating with their kindergarten cohort because they are behind in credits, have a low GPA or are overage for their grade; and
4. Assessed at a seventh-grade reading level or higher at the time of selection (ninth grade or higher at the time of testing for the State of Florida high school diploma authorized under Rule 6A-6.0201, F.A.C.), as documented by the Test of Adult Basic Education reading component, or other assessment, to determine grade-level proficiency.

Parents and students who choose this option agree in writing to the following:

1. A regular standard diploma will not be attainable.
2. A State of Florida High School Performance-Based Diploma may be attainable.
3. The primary function of such grade designation is to provide the student with technical job skills.

Students work on career education skills as well as academic skills necessary to pass the GED. Students who meet the appropriate career and academic criteria, as well as successfully pass the FSA, GED assessment, maintain a 2.0 GPA, earn an Occupational Completion Point (OCP) in their career education program and maintain excellent attendance will be awarded a Florida High School Performance-Based Diploma.

Students enrolling from out-of-county or out-of-state may enroll directly into the Florida High School Performance-Based Diploma Program. They do not have to enter through a high school or middle school. However, they must meet all entrance criteria like any other student new to Polk County. Direct admission into Traviss Technical College applies only to the Florida High School Performance-Based Diploma Program and not for students completing their high school credits toward regular graduation.

### EXCEPTIONAL STUDENT EDUCATION (ESE)

The Exceptional Student Education Program serves high school ESE students who have demonstrated the ability to successfully perform (academically and socially) in regular academic and elective classes. Students must apply as high school students during the high school application window. As a result, students needing ESE services should contact a school counselor or the ESE coordinator at Traviss to learn about specific program expectations prior to enrollment. Please note, no academic ESE courses are available at Traviss. Additionally, in most cases, it is necessary to amend a student's Individual Education Plan (IEP) to reflect the chosen vocational program, i.e., requesting accommodations for industry certification testing.

Further, students who wish to defer their diploma must meet the guidelines established by Section 1003.4282(10), F.S. and apply as a high school student during the application window. The statute allows a student to defer the receipt of a standard high school diploma if they have an IEP that prescribes special education, transition planning, transition services, or related services through age 21 AND are enrolled in an accelerated college credit instruction, industry certification courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar designation requirements, or a structured work-study, internship, or pre-apprenticeship program. If you believe that your child may be eligible to defer, contact the ESE Liaison at your school. To avoid confusion, the student should have the deferment paperwork completed at the zoned school prior to submitting an application to Traviss. Just as it is for all students who apply, admission is not guaranteed.

### PROGRAM COSTS

- High School (Secondary/Dual Enrolled) Students

High school students do not pay tuition. However, high school students do pay for testing and yearly student activity fee as well as uniforms, workbooks and any additional supplies required by their chosen program which become their own personal property. Program costs may be found on **page 65**.

### ATTENDANCE AND PUNCTUALITY

Traviss Technical College provides quality training for individuals who choose to prepare for high-skill/high-wage jobs. Programs emphasize a combination of theoretical and vocational knowledge, performance skills, and work habits and attitudes necessary in the workforce. Employers seek workers who demonstrate dependability, ability to work well with others and knowledge of their job. Student success depends upon attendance, punctuality and commitment.

In order to obtain the most from a program the student has to be present and on time. Students are held accountable for regular, punctual class attendance, as well as for the constructive use of class time during each school day. Potential employers will inquire not only about a student's performance in the program, but also about attendance. Excessive absences and tardiness could initiate withdrawal from the school.

### ATTENDANCE POLICY

It is encouraged and expected that all enrolled students attend regularly to derive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline and responsibility.

Any student that is placed on quarantine due by the Health Department or the Mark Wilcox Center will be excused from face-to-face learning. The student will be responsible for completing work either virtually during the quarantine or upon return.

- A high school student may be withdrawn from Traviss if the student accumulates five (5) unexcused absences in a nine-week period or accumulates ten (10) total absences in an 18 week term.

- A dual enrolled student may be withdrawn from school if the student is absent five (5) consecutive days and has not initiated a Leave of Absence\* or has excessive absences as defined by the postsecondary program.

### **STUDENT LEAVE OF ABSENCE POLICY**

If a student needs an extended absence for a legitimate, medical or unforeseen circumstance, he/she may submit a Leave of Absence (LOA) Request to Administration. Please note, dual enrolled students will only be approved one leave per school year, not to exceed 10 days, will be granted to comply with postsecondary attendance policies. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993 or other circumstances on a case-by-case basis.

Upon return to school, students will be expected to make up any missed work within a reasonable time as outlined by the Student Code of Conduct and approved by the instructor. In a career training class, the instructor may substitute alternate assignments due to the nature of the missed work. A student who does not return from the approved Leave of Absence as expected will be withdrawn.

### **CRITERIA FOR DETERMINING EXCUSED OR UNEXCUSED CHECKOUTS AND TARDINESS**

High school students may be enrolled in high school academics, high school level career training classes, or dual enrollment classes. All high school level courses will abide by the attendance policy set by the Student Code of Conduct for Polk County Public Schools. The criteria for excused or unexcused absences, check outs, and tardies will be determined the same as absences per the Polk County Schools Attendance Policy. For example, high school students are encouraged to stay connected to his or her zoned high school to participate in school functions and activities. Therefore, students will be able to excused to participate in zoned school functions as long as the student provides documentation in advance to student services.

Dual Enrolled students must comply with the postsecondary attendance policies; as such, there will be no excused or unexcused absences, tardies, or early check outs. Students are marked present or absent daily. Additionally, any absence from the classroom is calculated to the closest quarter hour. A student that has excessive absences as defined by the postsecondary program will be withdrawn.

### **DISMISSAL**

A student may be withdrawn from Traviss for unsatisfactory conduct, excessive absences, excessive tardiness, or lack of progress.

### **STUDENT GRADES AND PROGRESS REPORTS**

All secondary students are evaluated every nine weeks and issued a Report Card published online and available through Parent Portal. Grading guidelines for high school students are established by the School Board of Polk County, Florida, and the State of Florida. Postsecondary students are evaluated at the end of each course. Records are kept showing tasks that are planned, tasks that are attained and the day of attainment for each task for each nine-week period.

For each OCP attained, an Occupational Completion Point Accomplishment Award is awarded. Certificates of Completion are awarded if a student completes all OCPs of an entire program and attains required basic skill levels. Certificates may be held until all financial obligations have been met.

### **PROGRAM COMPLETION REQUIREMENTS**

Program completion is determined by the satisfactory completion of all program competencies. Meeting required skill levels on the Tests for Adult Basic Education (TABE), if applicable, and mastery of the program competencies as determined by the instructor, is the standard for determining if a Certificate of Completion is to be issued. Standards of progress are established for each program which includes: (1) minimum level of quality for each competency; (2) average and maximum time achieving each objective; and (3) attendance/ employability skills standards met.

### **POLK COUNTY GRADING SCALE**

The Polk County grading key below is used in determining letter grades for high school students in high school level courses. Students taking dual enrollment courses must comply with the post-secondary grading policy.

- A (90 - 100%) Outstanding
- B (80 - 89%) Above Average
- C (70 - 79%) Average
- D (60 - 69%) Below Average
- F (0 - 59%) Failing

### **STUDENT GRADES AND PROGRESS REPORTS**

All secondary students are evaluated every nine weeks and issued a Report Card published online and available through Parent Portal. Grading guidelines for high school students are established by the School Board of Polk County, Florida, and the State of Florida.

### **HIGH SCHOOL/SECONDARY STUDENT WITHDRAWALS**

High School students' parents or guardians must initiate their withdrawal, and the student must participate in an exit interview with a counselor. Prior to withdrawal, an Exit Survey should be completed by the student and all financial obligations must be met. Failure to do so may result in withholding a transcript and Certificate of Completion.

## Secondary Programs Available

### **Standard High School Programs\***

Administrative Office Specialist  
Air-Conditioning, Refrigeration and Heating Technology  
Automotive Collision Technology  
Culinary Arts

### **Career Academy Programs Available\***

Academy of Digital Design  
- Digital Design  
Academy of Medical Sciences  
- Health Science Core  
▫ Health Science Anatomy and Physiology  
▫ Health Science Foundations  
- Electrocardiograph Technician  
- Emergency Medical Responder  
- Home Health Aide  
- Medical Skills and Services  
- Nursing Assistant (Acute and Long Term Care)  
Lakeland Electric Energy Academy  
- Electricity, Dual Enrolled Only

### **Dual Enrollment Programs – See Postsecondary Program Descriptions\***

Administrative Office Specialist  
Automotive Maintenance and Light Repair Technician  
Computer Systems & Information Technology (CSIT)  
Diesel Systems Technician 1 & 2  
Digital Design 1 & 2  
Electricity  
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2  
Legal Administrative Specialist  
Welding Technology

\*Program Offerings Subject to Change

# Academy of Digital Productions

## (Digital Design)

**Description:** The purpose of this secondary program is to prepare students for employment in the Digital Design industry as Information Technology Assistants, Production Assistants, Digital Assistant Designers, Graphic Designers, and Multimedia Designers. The content includes, but is not limited to, enhanced practical experiences in computer generated art and text, graphic design, graphic production, digital design skills, preparation of digital layouts and illustrations, scanning, and the development of specialized multimedia presentations.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the secondary program structure:

Course #	Course Title	Credits
8207310	Digital Information Technology	1
8209510	Digital Design 1	1
8209520	Digital Design 2	1
8209530	Digital Design 3	1
8209540	Digital Design 4	1
8209550	Digital Design 5	1
	<b>TOTAL</b>	<b>6</b>

**High School Credits:** This program is separated into six courses for high school students for a total of six elective credits.

**Admission Requirements:** This program is available for high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure and Certifications:** After successfully completing this program, students are eligible to test for the following Microsoft Office 2016 programs (Word, Excel, Access, PowerPoint, Outlook) and Adobe CC Certifications (Photoshop, InDesign, Premier Pro, Illustrator, Animate and Dreamweaver).

## Academy of Medical Sciences

**Description:** The Traviss Academy of Medical Sciences introduces students to various careers in the medical and health fields to secondary students. Students take courses to prepare for a future career in the healthcare industry. Our mission is to provide students with comprehensive foundations and skills enabling them to continue their education while preparing for a seamless transition into the health-related workforce.

**Laboratory Activities:** Laboratory activities are an integral part of the Academy of Medical Sciences. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

**Admission Requirements:** The Academy of Medical Sciences program is available for high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

### Health Science Core

#### Health Science Anatomy and Physiology

This course is a study of the human body. This program will study the structure and function of how the body works as well as the pathophysiology and transmission of disease. Medical terminology is an integral part of the course and will be taught throughout. This curriculum will become the groundwork on which students will build their knowledge in healthcare and will be applied in any area of study within any health occupational field.

#### Health Science Foundations

The academic area of study of Health Science Foundations is part of a total program within the Medical Academy at Traviss Technical College. High School students will learn occupational health and safety, study health related fields, discuss the legal and ethical aspect of healthcare and learn specialized skills applicable to the health care setting. Students will find this program provides the foundation upon which to build their future as a healthcare professional.

The following table illustrates the program structure:

Course #	Course Title	Credits
8417100	Health Science Anatomy and Physiology	1
8417110	Health Science Foundations	1
	<b>TOTAL</b>	<b>2</b>

### Electrocardiograph Technician

This course is designed to prepare students for employment as Electrocardiograph (EKG) Technicians. Study will involve application and use of equipment, safety measures for the individual, co-workers and patients as well as training in the appropriate theories and instruments used by an Electrocardiograph Technician. Content also includes an in-depth study of anatomy and physiology of the cardiovascular system, cardiac rhythm recognition, and measurement and interpretation of rhythm strips. The Health Science Core is required as a prerequisite for this program which consists of the courses Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	Course Title	Credits
8417100	Health Science Anatomy and Physiology	1
8417110	Health Science Foundations	1
8427130	Electrocardiograph Technician 3	1
	<b>TOTAL</b>	<b>3</b>

### Emergency Medical Responder

This course prepares students to be employed as Emergency Medical Responders providing initial care to sick or injured persons or as ambulance drivers and attendants. Content includes but is not limited to identifying and practicing within the appropriate scope of practice for an Emergency Medical Responder, demonstrating correct medical procedures for various emergency situations, proficiency in the appropriate instruments used, as well as a foundation in the musculoskeletal system of the body. The Emergency Medical Responder is the first to arrive at the scene of an injury, but not have the primary responsibility for treating and transporting the injured person(s). Emergency Medical Responders may include law enforcement, lifeguard, fire services or basic life support non-licensed personnel who act as part of an organized emergency medical services team. The Health Science Core is required as a prerequisite for this program which consists of the courses Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	Course Title	Credits
8417100	Health Science Anatomy and Physiology	1
8417110	Health Science Foundations	1
8417171	Emergency Responder 3	1
	<b>TOTAL</b>	<b>3</b>

### Home Health Aide

This program is designed to prepare students for employment as home attendants or home health aides. The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment. Clinical experiences, where the student may practice, demonstrate and perform the procedures associated with bedside client care, are an appropriate part of this program. The Health Science Core is required as a prerequisite for this program which consists of the courses Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	Course Title	Credits
8417100	Health Science Anatomy and Physiology	1
8417110	Health Science Foundations	1

8417191	Home Health Aide 3	.5
	<b>TOTAL</b>	<b>2.5</b>

### Medical Skills and Services

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Health Science career cluster. The content includes but is not limited to practical generic skills in health occupations.

The following table illustrates the program structure:

Course #	Course Title	Credits
8400320	Medical Skills and Services	1
	<b>TOTAL</b>	<b>1</b>

### Nursing Assistant (Acute and Long Term Care)

The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). The course requires the student to participate in classroom lecture and lab simulations as well as hands on application of knowledge in the clinical setting. Successful completion of this course provides eligibility to take the State competency examination for the Certified Nursing Assistant. Prerequisites include successful completion of Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	Course Title	Credits
8417100	Health Science Anatomy and Physiology	1
8417110	Health Science Foundations	1
8417211	Nursing Assistant 3	1
	<b>TOTAL</b>	<b>3</b>

## Administrative Office Specialist

**Description:** This program is designed to prepare students for employment as Administrative Office Specialists and it provides supplemental training for persons previously or currently employed. It offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents. It is available for secondary, dual enrolled, and postsecondary students.

This program focuses on broad, transferable skills and stresses the understanding and demonstration of the following elements of the office support services industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety and environmental issues.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the secondary program structure:

Course #	Course Title	Credits
8207310	Digital Information Technology	1
8212110	Administrative Office Technology 1	1
8212120	Business Software Applications 1	1
8209510	Digital Design 1	1
8212410	Administrative Office Technology 2	1
8212420	Administrative Office Technology 3	1
8212160	Business Software Applications 2	1
	<b>TOTAL</b>	<b>7</b>

**High School Credit:** This program is separated into seven courses for high school students for a total of seven elective credits.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for the Microsoft Office Specialist (MOS) certification and the Notary Public Exam to become a Notary. Certain requirements must be met.

**Articulation Agreement:** This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

## Air-Conditioning, Refrigeration and Heating Technology

**Description:** This program prepares students for employment as air-conditioning, refrigeration and heating technicians and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	Course Title	Credits
8713010	Air Conditioning, Refrigeration and Heating Technology 1	1
8713020	Air Conditioning, Refrigeration and Heating Technology 2	1
8713030	Air Conditioning, Refrigeration and Heating Technology 3	1
8713040	Air Conditioning, Refrigeration and Heating Technology 4	1
8713050	Air Conditioning, Refrigeration and Heating Technology 5	1
8713060	Air Conditioning, Refrigeration and Heating Technology 6	1
8713070	Air Conditioning, Refrigeration and Heating Technology 7	1
	<b>TOTAL</b>	<b>7</b>

**High School Credits:** This program is separated into seven courses for high school students for a total of seven elective credits.

**Admission Requirements:** This program is available for high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** During this program, students are required to test for the following certifications: The EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act), the OSHA 10 Construction Industry Safety Test and the Employment Ready Electrical Test. The Employment Ready Air Conditioning and Heat Pump tests are optional but encouraged.

## Automotive Collision Technology

**Description:** This program offers classroom and shop experiences in all phases of the repair of damaged auto bodies, fenders and frames. The course content includes basic trade skills, refinishing skills, sheet metal repair skills, frame and unibody squaring and aligning, use of fillers, paint systems and undercoats, as well as related welding and mechanical skills, trim-hardware maintenance and other miscellaneous repair. The program content also includes training in communication, leadership, human relations and employability skills, and safe, efficient work practices and it provides supplemental training for persons previously or currently employed.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	Course Title	Credits
9514010	Automotive Collision Paint and Body Assistant	1
9514020	Automotive Collision Paint and Refinishing Assistant 1	1
9514030	Automotive Collision Paint and Refinishing Assistant 2	1
9514040	Automotive Collision Paint and Refinishing Assistant 3	1
9514050	Automotive Collision Non-Structural Damage Assistant 1	1
9514060	Automotive Collision Non-Structural Damage Assistant 2	1
	<b>TOTAL</b>	<b>6</b>

**High School Credits:** This program is separated into six courses for high school students for a total of six elective credits.

**Admission Requirements:** This program is available for high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for certification in I-CAR and four areas of Automotive Service Excellence (ASE), NATEF approved.

## Culinary Arts

**Description:** The program covers all facets of working in the food service environment. Students acquire skills in the preparation and serving of foods in all types of establishments in the food service industry. Instruction is also provided in recipe use/development, commercial tools/equipment and operational systems. Creativity, critical thinking skills, principles of nutrition and menu planning/development, communication, leadership, human relations and employability skills, and safe, efficient work practices are also areas of study.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following table illustrates the program structure:

Course #	Course Title	Credits
8800510	Culinary Arts 1	1
8800520	Culinary Arts 2	1
8800530	Culinary Arts 3	1
8800540	Culinary Arts 4	1
	<b>TOTAL</b>	<b>4</b>

**High School Credits:** This program is separated into four courses for high school students for a total of four elective credits.

**Admission Requirements:** This program is available for high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** Following successful completion of this program, students may choose to test for certification as a Certified Food Manager issued by the International Food Service Executive Association or as a Certified Professional Food Manager issued by the National Restaurant Associate Education Foundation.

The Certified Professional Food Manager Certification issued by the National Restaurant Associate Education Foundation training is given in the last 300 hours of the program.

## Lakeland Electric Energy Academy

**Description:** Lakeland Electric is a proud partner with the Polk County School Board, Florida, in creating the Energy Academy program at Traviss Technical College. The goal of developing this Energy Academy is to help students prepare for positions while they're still in high school. This develops a pipeline of qualified applicants for the utility industry. In addition, this Academy will provide students with an excellent foundation to compete for a variety of careers in other trades and industries such as construction and manufacturing. Students in the Lakeland Electric Energy Academy will be exposed to the electric utility industry structure, processes and terminology.

In addition, they will gain a solid understanding of industrial electricity. Students graduating from the Lakeland Electric Energy Academy will have key insights into the many entry-level positions throughout the utility. Not only will it provide our community a pathway to future job candidates, but it will benefit students by providing them the academic tools and technical skills they need to be successful in a variety of careers.

**Laboratory Activities:** Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students. The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
BCV0603	A	Electrician Helper	300
BCV0640	B	Residential Electrician	450
BCV0652	C	Commercial Electrician	450
		<b>TOTAL</b>	<b>1200</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure and Certifications:** Students will earn certifications through NCCER that are nationally recognized.

## High School/Secondary 2022-2023 Costs

High School/Secondary Program	Parent Costs						Traviss Technical College Costs					
	Total Tuition for Program	Yearly Supply Fee**	Uniforms**	Total Cost	Replacement I.D. Badge	Replacement Parking Tag	Software/Other	Certification**	Student Organizations**	Consumable Workbooks**	Materials**	Total Cost for Traviss
Administrative Office Specialist*	\$0	\$75	-	<b>\$75</b>	\$5	\$5	\$20	-	\$10	-	\$30	<b>\$60</b>
Air-Conditioning, Refrigeration and Heating Technology	\$0	\$75	\$60	<b>\$135</b>	\$5	\$5	-	\$20	\$16	\$52	-	<b>\$88</b>
Automotive Collision Technology	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	\$130	<b>\$150</b>
Automotive Maintenance and Light Repair*	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$16	-	-	<b>\$16</b>
Computer Systems & Information Technology (CSIT)*	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	\$265	\$20	-	\$73	<b>\$358</b>
Culinary Arts	\$0	\$150	\$20	<b>\$170</b>	\$5	\$5	-	-	\$20	\$25	-	<b>\$45</b>
Diesel Systems Technician 1 & 2*	\$0	\$75	\$140	<b>\$215</b>	\$5	\$5	-	\$64	\$16	\$156	\$3	<b>\$239</b>
Digital Design	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	\$100	\$20	-	-	<b>\$120</b>
Digital Design 1 & 2*	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	\$100	\$20	-	-	<b>\$120</b>
Electricity*	\$0	\$75	\$60	<b>\$135</b>	\$5	\$5	-	-	\$16	\$16	-	<b>\$32</b>
Electrocardiograph Technician	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	-	<b>\$20</b>
Emergency Medical Responder	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	-	<b>\$20</b>
Energy Technician*	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	\$320	-	\$20	-	-	<b>\$340</b>
Health Science Core	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	-	<b>\$20</b>
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2*	\$0	\$75	\$60	<b>\$135</b>	\$5	\$5	-	\$20	\$16	\$52	-	<b>\$88</b>
Home Health Aide	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	-	<b>\$20</b>
Legal Administrative Specialist*	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	\$25	-	<b>\$45</b>
Medical Skills and Services	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	-	<b>\$20</b>
Nursing Assistant (Acute and Long Term Care)	\$0	\$75	\$150	<b>\$225</b>	\$5	\$5	-	-	\$20	-	-	<b>\$20</b>
Welding Technology*	\$0	\$75	\$60	<b>\$135</b>	\$5	\$5	-	\$195	\$16	-	-	<b>\$211</b>

**Yearly Supply Fee:** - A one time fee for supplies used in program charged at time of enrollment. Fees are charged by semester in Health Science Education classes.

**Certification:** - Cost for the industry certification test. This is optional for students completing the program who elect to take the industry certification test.

**Student Organizations:** - An optional fee charged to students who wish to participate in a professional organization.

**Consumable Workbooks:** - Used by students in program and charged on an as-needed basis.

**Materials:** - Used in program by students and charged on as-needed basis.

Tax is not included in total program costs.

\*Dual Enrollment Programs

\*\* Yearly Supply Fee, Uniforms, Certifications, Student Organizations, Consumable Workbooks and Materials are estimated and subject to change without notice.

2022-2023 Polk County School Calendar is available online:

<https://polkschoolsfl.com/calendars/>



**TENTATIVE 2022-2023 INSTRUCTIONAL CALENDAR FOR STUDENTS, TEACHERS AND PARAEDUCATORS**

Dates are subject to change.

Approved by the School Board February 22, 2022

Events	Dates
Teacher Work Days – August 3, 8, and 9, 2022 Teacher Staff Development Days – August 4 and August 5, 2022 (Contact Day) (No unpaid training/workdays are to be scheduled before August 3, 2022)	Wednesday, August 3, 2022 – Tuesday, August 9, 2022
MIDDLE AND HIGH SCHOOL STUDENT ORIENTATION/ Paraeducator First Work Day	Monday, August 8, 2022
ELEMENTARY SCHOOL STUDENT ORIENTATION	Tuesday, August 9, 2022
FIRST DAY OF SCHOOL FOR STUDENTS	Wednesday, August 10, 2022
STUDENT EARLY DISMISSAL (Teacher Staff Development)	Friday, August 26, 2022
NO SCHOOL for STUDENTS or Paraeducators/ Teacher Staff Development Day	Friday, September 2, 2022
HOLIDAY (Labor Day) – STUDENT, Teacher (Paid) and Paraeducator (Paid)	Monday, September 5, 2022
First Interim Report (23 <sup>rd</sup> Day – September 13, 2022)	Distribute Week of September 12 - 16, 2022
STUDENT EARLY DISMISSAL (Teacher Planning Time)	Friday, September 23, 2022
STUDENT EARLY DISMISSAL (Teacher Staff Development)	Friday, October 7, 2022
FTE Survey Week	Monday-Friday, October 10 - 14, 2022
End of First 9-Week Grading Period (45 Days)	Thursday, October 13, 2022
NO SCHOOL for STUDENTS or Paraeducators/ Teacher Work Day (Grades Due)	Monday, October 17, 2022
Distribute Report Cards (First 9 Weeks)	Monday, October 24, 2022
STUDENT EARLY DISMISSAL (Teacher Planning Time)	Friday, October 28, 2022
HOLIDAY (Veterans Day) – STUDENT, Teacher and Paraeducator	Friday, November 11, 2022
Second Interim Report (23 <sup>rd</sup> Day – November 17, 2022)	Distribute Week of November 14 - 18, 2022
STUDENT EARLY DISMISSAL (Teacher Planning Time)	Friday, November 18, 2022
HOLIDAYS – STUDENT, Teacher and Paraeducator (Paid 11/24 and 11/25)	Monday-Friday, November 21 - 25, 2022
Storm Make-Up Days as Needed	Monday & Tuesday, Nov. 21 and 22, 2022
END OF FIRST SEMESTER/Last Day of Second Grading Period and Last School Day before Winter Break/ STUDENT EARLY DISMISSAL (Teacher Planning Time)	Friday, December 16, 2022
WINTER BREAK BEGINS	Monday, December 19, 2022
HOLIDAY (New Year's Day Observed) – STUDENT, Teacher and Paraeducator	Monday, January 2, 2023
NO SCHOOL for STUDENTS or Paraeducators/Teacher Work Day	Tuesday, January 3, 2023
NO SCHOOL for STUDENTS or Paraeducators/ Teacher Staff Development Day/Storm Make-Up Day as Needed	Wednesday, January 4, 2023
STUDENTS and Paraeducators Return after Winter Break/ Grades Due (Second Grading Period)	Thursday, January 5, 2023
Distribute Report Cards (Second Grading Period)	Thursday, January 12, 2023



**TENTATIVE 2022-2023 INSTRUCTIONAL CALENDAR FOR STUDENTS, TEACHERS AND PARAEDUCATORS**

Dates are subject to change.

**Approved by the School Board February 22, 2022**

STUDENT EARLY DISMISSAL (Teacher Planning Time)	Friday, January 13, 2023
HOLIDAY (Dr. Martin Luther King, Jr. Day) – STUDENT, Teacher (Paid) and Paraeducator	Monday, January 16, 2023
FTE Survey Week	Monday-Friday, February 6 - 10, 2023
Third Interim Report (23 <sup>rd</sup> Day – February 7, 2023)	Distribute Week of February 6 - 10, 2023
STUDENT EARLY DISMISSAL (Teacher Staff Development)	Friday, February 17, 2023
HOLIDAY (Presidents’ Day) – STUDENT, Teacher (Paid) and Paraeducator	Monday, February 20, 2023
STUDENT EARLY DISMISSAL (Teacher Planning Time)/ End of Third 9-Week Grading Period (45 <sup>th</sup> Day)	Friday, March 10, 2023
SPRING BREAK WEEK	Monday-Friday, March 13 - 17, 2023
Grades Due	Tuesday, March 21, 2023
Distribute Report Cards (Third 9 Weeks)	Tuesday, March 28, 2023
NO SCHOOL for STUDENTS, Teachers and Paraeducators	Friday, April 7, 2023
Fourth Interim Report (23 <sup>rd</sup> Day – April 20, 2023)	Distribute Week of April 17 - 21, 2023
STUDENT EARLY DISMISSAL (Teacher Staff Development)	Friday, April 28, 2023
GRADUATION CEREMONIES	May 1 - May 31, 2023
HOLIDAY (Memorial Day) – STUDENT, Teacher and Paraeducator	Monday, May 29, 2023
LAST DAY FOR STUDENTS – EARLY DISMISSAL (Subject to Change)/ Report Cards – End of Fourth Grading Period/ Last Work Day for Paraeducators/ Storm Make-Up Day as Needed	Wednesday, May 31, 2023
Teacher Work Day	Thursday, June 1, 2023

Designated Storm Make-Up Days: 11/21/22, 11/22/22, 1/4/23 and 5/31/23 (Last Day for Students).  
 Reminder: Non-Refundable Travel Tickets Should Not Be Purchased in the Event that Storm Make-Up Days Are Used as Student Attendance Days and/or Teacher Work Days.

Information on Student Testing/Assessment dates (FL Standards Assessments - FSA, End-of-Course (EOC) Exams, etc.) is available through the Assessment, Accountability & Evaluation Office and on the District’s website at <https://polkschoolsfl.com/assessment>.

The following dates have been selected as the ten (10) Student Early Dismissal Fridays this school year:

- |                    |                    |
|--------------------|--------------------|
| August 26, 2022*   | December 16, 2022  |
| September 23, 2022 | January 13, 2023   |
| October 7, 2022*   | February 17, 2023* |
| October 28, 2022   | March 10, 2023     |
| November 18, 2022  | April 28, 2023*    |

\*Designated for Teacher Staff Development

Employees should visit the [Staff Portal \(https://staff.mypolkschools.net/\)](https://staff.mypolkschools.net/)  
 > Payroll Info> Work Calendar to view the assigned daily work schedule.

## Staff Listing

### ADMINISTRATIVE STAFF

**David Wiggs**

Director  
MA University of South Florida

**Tammy Epperson**

Assistant Director  
MA University of Central Florida

**Angela Perpilus**

Assistant Director  
M.Ed. University of South Florida

**Jason Hendrix**

Assistant Director  
M.Ed. Stetson University

### PROFESSIONAL/TECHNICAL STAFF

**Amber Ayers**

Financial Aid Coordinator  
BA Florida Gulf Coast University

**Olga Ramirez**

Director, Health Science Education  
Registered Nurse  
MSN Florida Southern College  
District Professional Career Educator's Certificate

**Lisa Butchee**

School Nurse  
Registered Nurse

**Tanya Cunningham**

Food Service Manager  
BS Human Nutrition Foods and Exercise  
ServSafe Certified

**Bonnie Gaynair**

School Social Worker/Parenting  
BSW Warren Wilson College  
Florida Educator Certificate

### SCHOOL COUNSELORS

**Betsy Beikirch-Godwin**

School Counselor

**Misty Young**

School Counselor  
MA University of South Florida

### FULL-TIME INSTRUCTIONAL STAFF

**Gregory Scott Allen**

Automotive Service Technology  
ASE Master Certified Technician  
L1 Advanced Level Specialist  
EPA Section 609 Certification  
District Professional Career Educator's Certificate

**Douglas Bartolet**

Aviation Powerplant Mechanics  
Mechanic Airframe Powerplant Inspection  
Authorization  
Private Pilot SEL  
District Temporary Career Educator's Certificate

**Inetta Bennett**

Reading/Language Arts  
MA Nova Southeastern  
Florida Professional Educator's Certificate

**Erika Boggan**

Medical Assisting  
Registered Medical Assistant  
AS Keiser University  
District Temporary Career Educator's Certificate

**Britton Bouey**

Mathematics  
BA Saint Leo University  
Florida Professional Educator's Certificate

**Scott Cunningham**

English  
M.Ed. Columbia International University  
Florida Professional Educator's Certificate

**Robert Delamarter**

Computer Systems & Information Technology  
CompTIA A+ Certification  
CompTIA Network+ Certification  
CompTIA Security+ Certification  
Microsoft Certified Technology Specialist  
Microsoft Certified Solutions Associate  
District Professional Career Educator's Certificate

**Robert Driver**

Electricity  
NCCER Certified Instructor  
District Professional Career Educator's Certificate

**Joshua Epperson**

Surgical Technology  
Program Director  
MBA Excelsior University  
Certified Surgical Technologist with NBSTSA  
District Temporary Career Educator's Certificate

**Heather Epps**

Math/GED/AAAE  
BS American InterContinental University Florida  
Professional Educator's Certificate

**Ray Finder**

Heating, Ventilation, Air-Conditioning/  
Refrigeration (HVAC/R)  
NCCER Certified Instructor  
State Licensed Air Conditioning Contractor  
District Temporary Career Educator's Certificate

**Stephen Glover**

Electricity  
District Temporary Career Educator's Certificate

**Christopher Hallock**

Energy Technician  
Lakeland Electric Energy Academy  
AS Tampa Technical Institute  
NCCER Certified Instructor  
NCCER Master Trainer  
District Professional Career Educator's Certificate

**Jamie Harrell**

Practical Nursing  
Registered Nurse  
ADN Polk State College  
Temporary Career Educator's Certificate

**Jerry Harty**

Social Studies  
BA University of North Florida  
Florida Professional Educator's Certificate

**Michael C. Hayde**

World History/Social Studies/HOPE  
M.Ed. University of Massachusetts Boston  
Florida Professional Educator's Certificate

**Matthew Jarrett**

Science  
PhD University of South Florida  
Florida Professional Educator's Certificate

**David Jenkins**

English  
MA Adams State University  
Florida Professional Educator's Certificate

**Jason Kirkland**

Welding Technology  
Certified Welder  
District Temporary Career Educator's Certificate

**Andrea' (Dre') LaRocca**

Dental Assisting  
Certified Dental Assistant  
Expanded Functions Dental Assistant  
BS University of South Florida  
District Professional Career Educator's Certificate

**Chase Lee**

Aviation Airframe Mechanics  
Aviation Powerplant Mechanics  
FAA-Mechanic Airframe and Powerplant  
Student Pilot  
District Temporary Career Educator's Certificate

**Karen Lewkowski**

Dental Assisting  
BASDH St. Petersburg College  
Certified Registered Dental Hygienist  
Certified Dental Assistant  
Temporary Career Educator's Certificate

**Skyra Mitchell-Young**

Computer Systems Information Technology  
MBA University of Phoenix West Florida Campus  
Florida Professional Educator's Certificate

**Heather Murray**

Practical Nursing  
Registered Nurse  
RN, Hagerstown Community College  
District Temporary Career Educator's Certificate

**Nelson Nieves**

Aviation Airframe Mechanics  
FAA Airframe and Powerplant License  
AS, Aerospace Administration Polk State College  
District Temporary Career Educator's Certificate

**Heather Perkins**

Accreditation Liaison, TSA  
BS Troy University  
Microsoft Office Specialist Master Certified  
Intuit QuickBooks Certified  
Florida Professional Educator's Certificate

**Gregory Pointer**

Welding Technology  
Certified Welder

District Temporary Career Educator's Certificate

**Cynthia Roosevelt**

Aviation Airframe Mechanics  
FAA-Mechanic Airframe and Powerplant  
District Temporary Career Educator's Certificate

**Gene Seilers**

Heating, Ventilation, Air-Conditioning/  
Refrigeration (HVAC/R)  
CMS, Refrigeration Service Engineers Society  
NATE Certified  
NCCER Certified Instructor  
District Professional Career Educator's Certificate

**John Sherwood**

Automotive Service Technology  
ASE Master Certified Technician  
G1 Maintenance and Light Repair  
EPA Section 609 Certification  
District Professional Career Educator's Certificate

**Judy Stavely**

Surgical Technology  
Certified Surgical Technologist  
Traviss Technical College  
District Temporary Career Educator's Certificate

**Melinda Thomas**

Academy of Medical Sciences/Home Health Aide/  
Nursing Assistant Articulated  
Registered Nurse  
AS Polk State College  
District Temporary Career Educator's Certificate

**Chandra Thorpe**

Cosmetology  
Licensed Cosmetologist  
District Temporary Career Educator's Certificate

**Robert Shawn Upton**

ESE Career Preparation  
M.Ed. American College of Education  
Florida Professional Educator's Certificate

**Thomas Wade**

Academy of Digital Productions  
Digital Design  
MA Colorado Technical University  
Florida Temporary Educator's Certificate

**Ted Waltz**

Automotive Service Technology  
District Professional Career Educator's Certificate

**Charles Kent Williston**

Administrative Office Specialist  
Leal Administrative Specialist  
MS University of Northern Colorado  
Certified Professional Coder (AAPC)  
AHA CPR Training Center Coordinator/Instructor  
District Professional Career Educator's Certificate

**Patrice Wilson**

Evening Cosmetology  
Licensed Cosmetologist  
District Temporary Career Educator's Certificate

**Daniel Woodford**

Automotive Collision Technology Technician  
District Temporary Career Educator's Certificate

**Anthony Zottoli**

Professional Culinary Arts and Hospitality  
BA Johnson and Wales University  
Certified Culinary Educator – American Culinary  
Federation  
Foodservice Educator – National Restaurant  
Association Educational Foundation  
Certified ServSafe Instructor & Registered  
Examination Proctor  
Certified National Registry of Foodservice  
District Professional Career Educator's Certificate

**PART-TIME INSTRUCTIONAL STAFF**

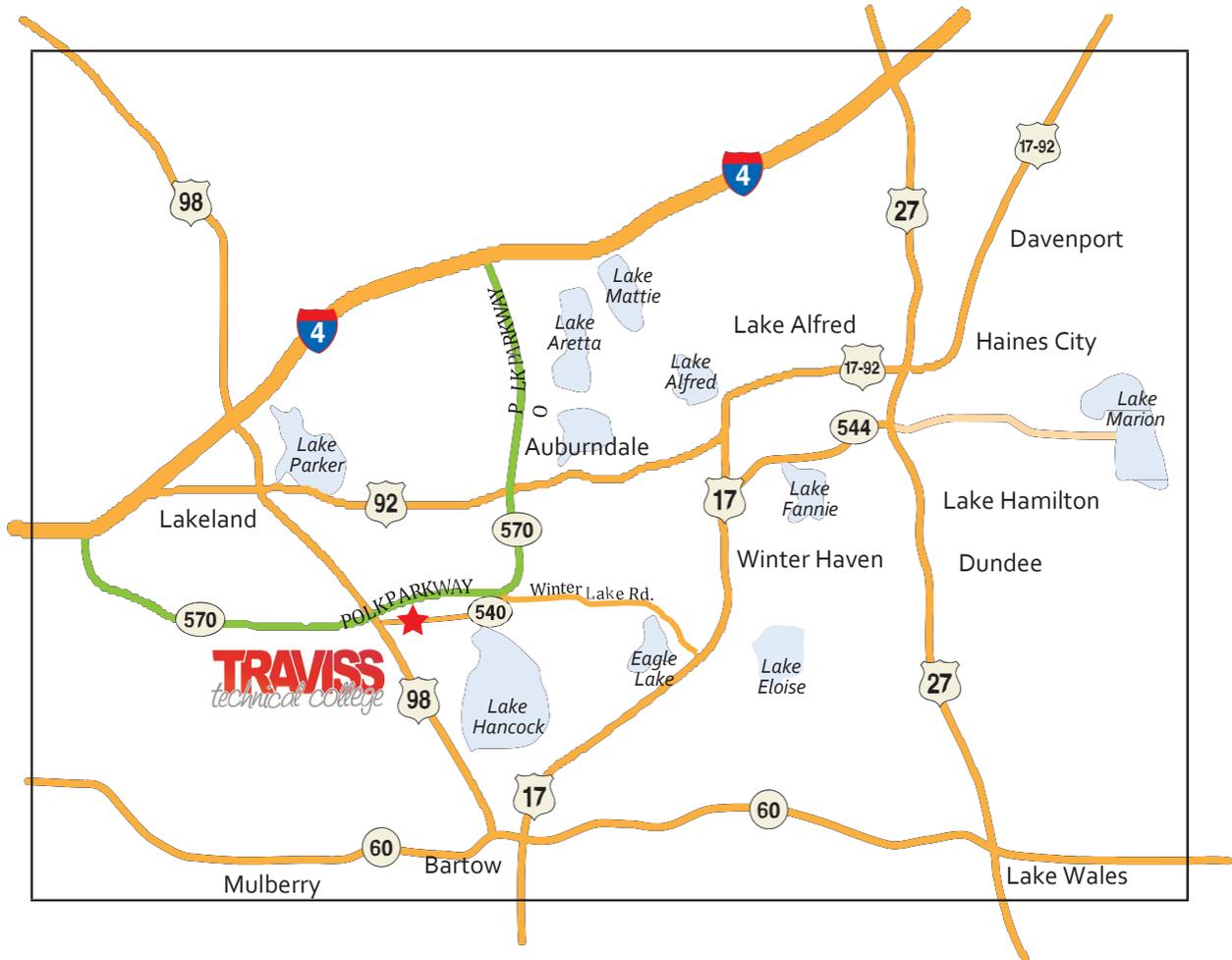
**Charles Phillips**

Welding Technology  
District Part-time Career Educator's Certificate

**Jerry Story**

Aviation Airframe Mechanics  
District Professional Career Educator's Certificate

# TRAVISS TECHNICAL COLLEGE LOCATION MAP



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